

## Reservation Procedure & Information for Atkinson Road Camp

### *To check into Atkinson Road Camp:*

- 1) Complete the “Reservation Request” form (see website) and email to Onikaajigan Construction LP, at [reservations@onikaajigan.ca](mailto:reservations@onikaajigan.ca). For VIP rooms, use the VIP tab. Approval for all VIP requests will then be requested by Atkinson Camp, and confirmed.
- 2) Ensure “Contract Number” is correctly filled in and guest names are spelled properly. Double check dates to ensure shifts are correct.
- 3) Confirmation of reservations should be received within 48 hours.
- 4) If camp is at capacity, Atkinson Camp will notify the requestor and will waitlist the applicable guests. Requestors are to follow up with the camp daily after 10am to see if space has become available.
- 5) Cancellation of rooms or arrival delays should be submitted to [reservations@onikaajigan.ca](mailto:reservations@onikaajigan.ca) with as much notice and possible. For room extensions, [reservations@onikaajigan.ca](mailto:reservations@onikaajigan.ca) must be notified before the submitted checkout date to ensure the extension can be accommodated.
- 6) Camp rules, camp information and contact information are available at [www.onikaajigan.ca](http://www.onikaajigan.ca) under Atkinson Road Camp.

### *Information for Contractors:*

- 1) No-show information will be provided to New Gold Inc., who will bill directly to the contractor. Please ensure your guest list is as accurate as possible.
- 2) If there are issues with your employees, Camp Management will deal with contractor supervisors and will notify New Gold Inc. of the issue.
- 3) Any issues with food/maintenance/rooms/cleaning/safety are to be brought to camp management by company supervisors to allow for corrective actions.
- 4) Breach of camp rules will result in the eviction of offenders from the camp and may result in denied access to mine site.
- 5) Damages or missing items from the rooms will be charged to the occupant employer.
- 6) If there is evidence of smoking in guest rooms (ashes, cigarette butts, odor), a charge of \$200 will be charged against the employer’s account.

