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| Pilgrim Heights Camp & Retreat CenterRequest for reservation |
| **Contact Information**A staff member will contact you to discuss and finalize your request before sending a Contract/Use Agreement and finalizing your non-refundable deposit. |
| Today’s Date: |
| Name of Group or Organization:  |
| Name of Contact/Group Representative: |
| Mailing/Billing address: |
| City: | State: | ZIP Code: |
| (Please circle preferred contact number) | Day/Work Phone: | Home/Evening Phone: |
| Cell  | Fax:  | E-mail:  |
| **EVENT INFORMATION**Sharing the goals and nature of your event and participants will assist us in meeting your needs for a successful, safe and enjoyable stay at Pilgrim Heights. Estimated numbers and activities will be used to determine which facilities and services will best meet your needs, as well as the amount of the required deposit.  |
| Event Description: |
| **Arrival** DATE and TIME: | \_\_\_/\_\_\_\_\_\_/\_\_\_\_\_\_ | \_\_\_:\_\_\_\_\_ PM |
| **Departure** DATE and TIME:  | \_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_ | \_\_\_:\_\_\_\_\_ PM |
| Number **Day-Use Guests**: |  Adults: | Children < 18 yrs: *See Note below on Minors* |
| Accommodations/meeting spaces must be handicapped accessible? Yes / No: Yes |
| Will any guests be bringing pets to Pilgrim Heights? Note a nonrefundable Pet Fee of $75 is required per pet owner and a signed acknowledgement of Pet Policies by pet owners must be filed with Pilgrim Heights before the pet is allowed on site. |
| **Group Fellowship/Meeting Space** requested, and scheduled times of use: Grounds needed for shooting instructor training. Designated areas for shotgun and archery. Muzzle loader and rifle will be offsite. Option 1 Autumn House: Modern hotel like setting with AC, fireplace, separate rooms and bathrooms, 12 rooms sleeps 3-4 per room. Two common space/meeting rooms. Group cleans (trash, sweep, vacuum, spray and wipe down). 35.00/per, optional 10/per linen pack, 45.00/per total. No mealsRecommended lodging for affordability: Oak Cabins and Shagbark LodgeOption 1: Oaks Cabin: 1 central cabin with kitchen, living room, fireplace, bathroom (sleeps 2), 3 adjourning cabins with bunk beds (sleeps 10 per cabin). Central bathhouse with showers and bathroom. Price: 20/per person plus optional 10/per for linen pack (pillow, pillow sheet, mattress sheet, top sheet, light blanket, towel, wash cloth). Total 30 per person/night. Group cleans (trash, sweep, spray and wipe down). No mealsOption 2: Shagbark Lodge (up to 24 people): 4 BR, sleeps 6 per room, 2 Bathrooms, fireplace, fridge and microwave, grill (optional): Group cleans (trash, sweep, vacuum, spray and wipe down). 25.00/per, optional 10/per linen pack, 35.00/per total. No mealsOption 3: if more than 50 people- includes 1 night lodging and three meals 50.00/ per (BEST VALUE!)Option 4: Tent camping 10.00 per site; $50 RVCatering Options with Menus of choice: Breakfast $8/per, Lunch $12/per, Supper $15/per**Group activity** requested, and scheduled times of use: In addition to shooting training and sessions- grounds open for activities; * Fire Ring(s)
* Hiking Trails
* Fishing
* Boating
* Frisbee Golf
* Ice skating
* Cross country skiing/snow shoeing
 |
| **Meals** Requested: *Attach a list of additional meals. See Catering Guide for details*: None- provided by group |
| Breakfast: Date/Time | \_\_\_/\_\_\_/\_\_\_ \_\_:\_\_ am /pm | Count: | Menu: |
| Lunch: Date/Time | \_\_\_/\_\_\_/\_\_\_ \_\_:\_\_ am /pm | Count: | Menu: |
| Supper: Date/Time | \_\_\_/\_\_\_/\_\_\_ \_\_:\_\_ am /pm | Count: | Menu: |
| Snack: Date/Time | \_\_\_/\_\_\_/\_\_\_ \_\_:\_\_ am /pm | Count: | Menu: |
| Dietary Restrictions? Yes / No (If Yes, please explain) |
| Number of **Overnight Guests**: | Adults: | Children < 18 yrs: 100*See Note below on Minors*. |
| **Overnight/Lodging** Accommodations Requested:  Building:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of rooms: \_\_\_\_\_\_\_\_\_ Linens for how many? 0 |
| Please indicate if you request **Program Staff Support** or **Meeting Supplies**: |
| Program Staff Support: -Aiddy lead | Date/time/location: | Additional Notes: |
| Meeting Supplies:* TV
* VCR/DVD
* Dry Erase Board
* Overhead Projector/Screen
* Easel
* Portable Sound system
 | Date/time/location: | Additional Notes: |
| Set Up plans:  |
| Clean Up plans: Group will clean before departure |
| Wagon Transport of Guests: When? Location: Number: |
| WEDDING EVENTS: *Please attach additional information as noted in the Wedding Guide.* |
| Responsibilities  |
| Responsibility for the following will be provided by: (Please check) |
|  | Pilgrim Heights: | Group: |
|  First Aid: | □ | □ |
|  Emergency Care: | □ | □ |
|  Emergency Transport: | □ | □ |
|  Supervision of Behavior: | □ | □ |
|  Orientation:\*  | □ | □ |
| \* The Group representative is required to attend a brief orientation to Pilgrim Heights’ safety procedures and regulations. Orientation of the remaining members of the group may be the responsibility of Pilgrim Heights or the Group representative as indicated above.  |
| SELECTED POLICIES AND ADDITIONAL IMPORTANT INFORMATION*Renters Policies* apply to all Events and are available on our website and by request.  |
| Check In: The Group contact person is required to Check-in at Cedar Lodge offices prior to the start of the event or set up. Unless arranged in advance, Check-in time is 9:00 am the day of the event. Check out is also required. |
| Proof of Insurance: you must show proof of insurance, which will cover any damages incurred during the event. A copy of your insurance information will be kept on file in our office. |
| Tobacco Use: All Buildings are smoke free. Visitors/guests are only permitted to extinguish tobacco products in the appropriate receptacles located at designated outdoor smoking areas.  |
| Alcohol: Alcoholic beverages, if provided and served by Renter, are permitted under specific conditions and with prior approval from the Director. |
| Minors: An adult must accompany minors under the age of 18 at all times, throughout the grounds. Please see *Renters Policies* for recommended adult to minor supervision ratios for activities and overnight stays with minors.  |
| Swimming: Visitors/guests may swim in the lake only in designated swimming areas and only with a reservation and signed Aquatic Contract and only when a lifeguard is on duty.  |
| Watercraft: All visitors/guests who use watercrafts (of any kind) are required to wear personal flotation devices. See *Renters Policies* for separate policy for watercraft provided by Group.  |
| Fishing: All fishing on the Sportsman/Fellowship Lake is catch-and-release. No minnows are allowed to be used in or near the lake.  |
| Clean-up: Meeting rooms must be cleaned before leaving to avoid an additional $150.00 clean-up fee.  |
| Pets: A nonrefundable $75 Pet Fee is required from each pet owner/caretaker along with signed acknowledgment by the pet owner/caretaker of Pilgrim Heights Pet Policies. The Organizer of the event may require separate proof of insurance from the pet owner.  |
| We reserve the right to refuse service to anyone, for any reason. |
| Groups are not guaranteed exclusive use of the property, and access to certain activity areas such as waterfront or fire rings may be temporarily restricted due to other rental group arrangements. We reserve the right to have minimum staff in the Four Seasons Kitchen. Exclusive use privileges may be discussed with the Director. |
| By signing this form, I acknowledge that I am requesting a reservation for use of facilities and services at Pilgrim Heights Camp & Retreat Center, and that all information is complete and best estimates are indicated. I understand that a representative of Pilgrim Heights will contact me to discuss or clarify any questions and will issue a Contract/Use Agreement to finalize the reservation. I have provided a deposit with this Request in the amount of 50% of estimated costs of the Event. I understand that the deposit is nonrefundable once the Reservation Request is accepted and a Contract/Use Agreement is issued.  |
| Signature of Group Representative: | Date |
| Reviewed with Staff : Aiddy Phomvisay | Date  |

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| **Request for Reservation Cost Estimate Worksheet**SEE *Rental Group Rates* for more details. |
| **ITEM** | RATE | Estimated NUMBER | Amount |
| **EVENT PACKAGES**  |  |  |  |
| Full Service Flat rate when you stay four or more days. This daily rate includes lodging, 3 meals plus one Program Activity lead by our staff. Minimum 50 people.  | $50/day/person |  |  |
| **FELLOWSHIP & MEETING SPACES** |  |  |  |
| Four Seasons Conference Center: Modern Banquet Facility with meeting rooms 100-500 people. | $800 per day$400 per half/day |  |  |
| Four Seasons Kitchen (waived if using Pilgrim Heights meals service) | $150 per day |  |  |
| Outdoor Chapel/Vesper Point | $250 per day |  |  |
|  Discount if reserving Four Seasons as well |  ($100) |  |  |
|  Set Up charge for chairs if > 150 persons | $75 |  |  |
| Oak/Cedar/Hickory/Shagbark Lodges or Walnut Shelter for small group meeting space | $75 per day |  |  |
| **EVENT SERVICES** |  |  |  |
| Set up/Decoration | $150 |  |  |
| Clean up | $200 |  |  |
| Wagon Transportation at start of event | $75 |  |  |
| **LODGING** |  | Options | Nights |
| Autumn House | Singles @ $60 per room per night |  |  |
| (modern hotel with AC/Heat, separate bathrooms, meeting  | Double @ $80 per room per night ($40/person/night) |  |  |
|  | Triple @ $105 ($35/person/night) |  |  |
|  | Quadruple @ $120 ($30/person/ night) |  |  |
| Shagbark Lodge | $25 per person MINIMUM $75 per cabin |  |  |
| Oak Village | $20 per person per nightMINIMUM $75 per cabin |  |  |
| RV/Tenting | $10 per site per night |  |  |
| Linen Pack | $10 per person | 0 |  |
| **FOOD SERVICE** |  |  |  |
| Appetizers  | $1.50 to $3.50 per person | $\_\_\_\_ x\_\_\_\_\_ # persons x\_\_\_\_\_ # of meals = |  |
| Breakfast | $5.50 – $9.50 per person | $\_\_\_\_ x\_\_\_\_\_ # persons x\_\_\_\_\_ # of meals = |  |
| Lunch | $9.50-$17.00 per person | $\_\_\_\_ x\_\_\_\_\_ # persons x\_\_\_\_\_ # of meals = |  |
| Supper See *Catering Guide* for additional charges for second Entrée or additional side dish. | $9.50-$17.00 per person | $\_\_\_\_ x\_\_\_\_\_ # persons x\_\_\_\_\_ # of meals = |  |
| Dessert/snack | $1.50-$3.50 per person | $\_\_\_\_ x\_\_\_\_\_ # persons x\_\_\_\_\_ # of meals = |  |
| **ACTIVITES** |  |  |  |
| Day Use (without Meeting or Lodge Reservations) Includes: Fire Ring(s), Disc Golf, Hiking Trails, Field Games, Boating, Volleyball, Fishing | $10 per person- Tent$50 RV | Grounds for training and activities- Tent Camping |  |
| Hourly Kitchen Staff/Cleaning Staff: for serving food, cutting cake, washing dishes | $25 per staff person per hour | \_\_\_\_ # staff x\_\_\_ # hours x $25= |  |
| Program Staff Led Activities: includes Arts/Crafts, Nature Hike, Star Gazing, Facilitated Games | $25 per staff person per hour | \_\_\_\_ # staff x\_\_\_ # hours x $25= |  |
| Specialized Recreational Staff Led Activities: includes Swimming, Archery, Challenge Course | $45 per staff persons per hour | \_\_\_\_ # staff x\_\_\_ # hours x $45= |  |
| **TOTAL ESTIMATED COST** |  |  |  |
| **DEPOSIT** | **50% of Total Estimated Costs** |  |  |
| Note: Additional Fees may apply: i.e. $75 Pet Fee/owner; after the fact assessment of Cleanup fees. Services provided as a part of our non-profit mission are not subject to sales tax and are offered without requirement of gratuity.  |