



Black Rock Retreat

Group Information

GROUP NAME: _____

RETREAT DATE: _____

CONTACT PERSON: _____

CONTACT PERSON PHONE #: _____

NUMBER OF OVERNIGHT GUESTS ATTENDING: # _____

NUMBER OF ONE-DAY GUESTS: # _____

NUMBER OF MULTI-DAY GUESTS: # _____

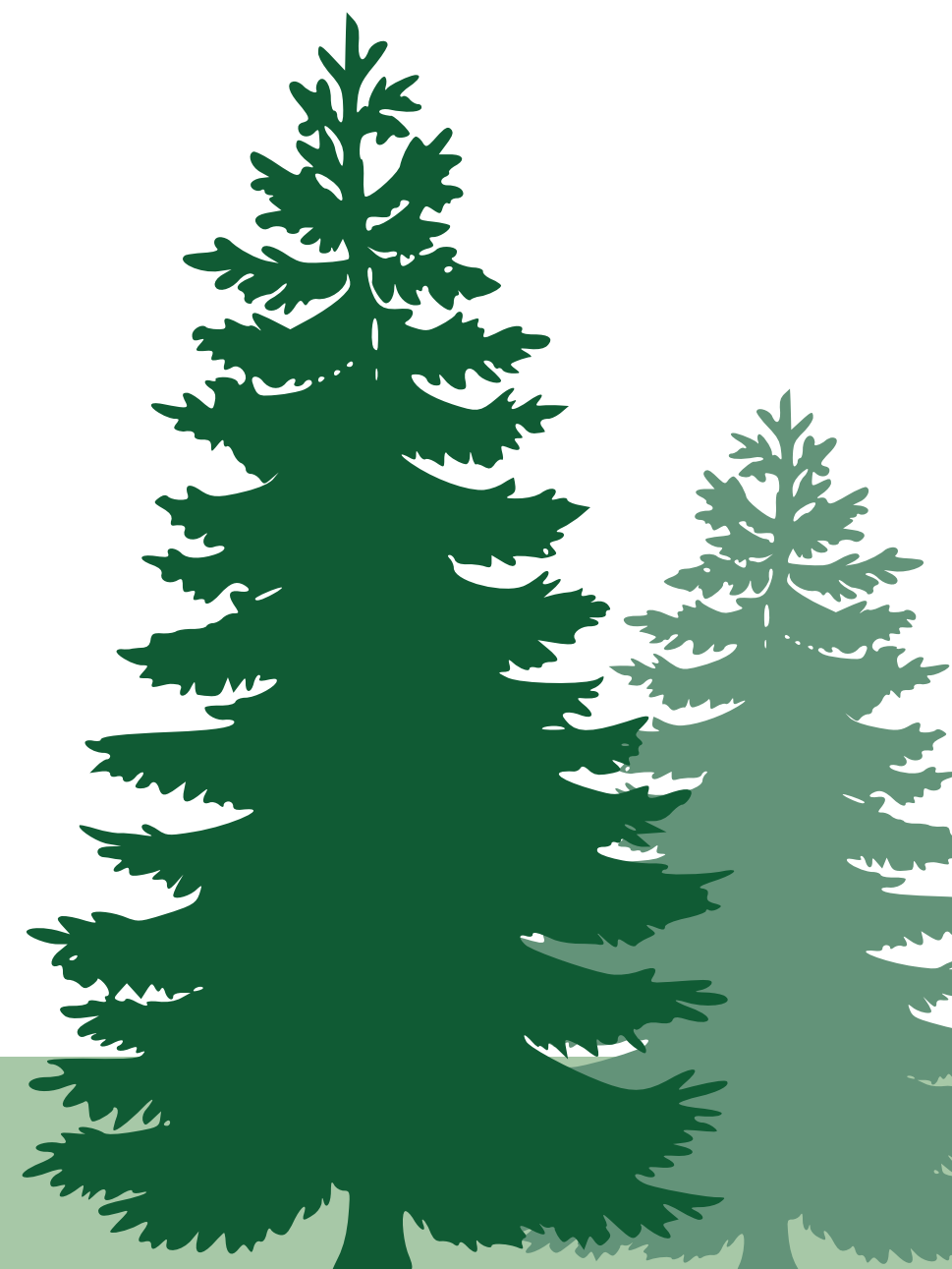
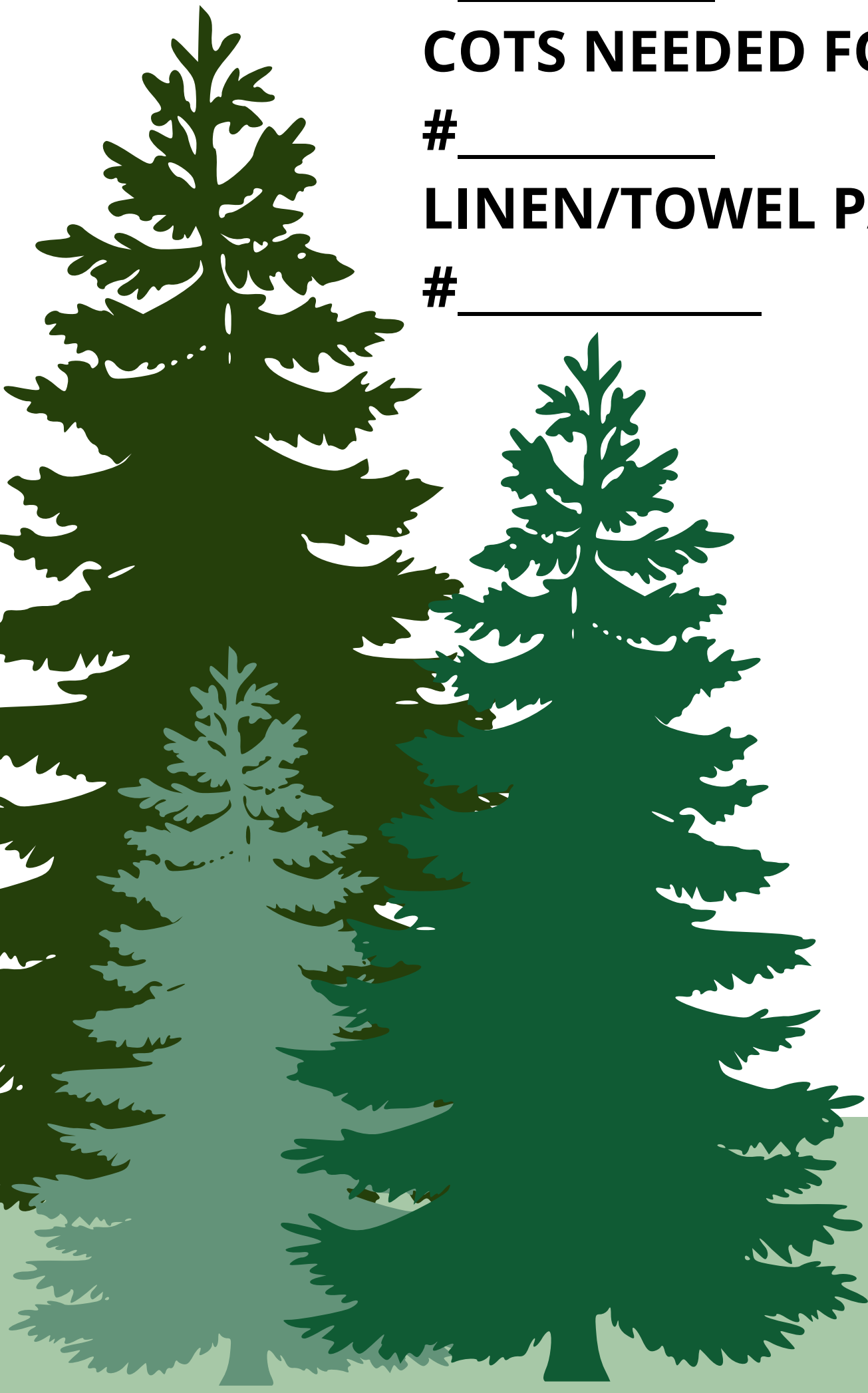
DAY GUESTS (GUESTS NOT STAYING OVERNIGHT) WILL INCUR A \$15 PER PERSON DAY CHARGE (AGES 5+) IN ADDITION TO ANY MEAL CHARGES. MULTI-DAY CHARGE FOR A GUEST IS \$20.

Lodging Information

HANDICAPPED ACCESSIBLE LODGING ROOMS NEEDED:

COTS NEEDED FOR LODGING ROOMS: (\$20/COT)

LINEN/TOWEL PACKS FOR BUNK CABINS (\$25/PACK):



Optional Snack/Coffee Breaks

Please note the date and time below that
you would like your break:

- **ASSORTED COOKIES AND CHIPS**

EACH SNACK BREAK IS \$3.75 PER PERSON & IS SERVED IN
YOUR MEETING ROOM.

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

- **COFFEE BREAK**

EACH COFFEE BREAK IS \$2.75 PER PERSON & IS SERVED IN
YOUR MEETING ROOM. THIS BREAK INCLUDES REGULAR COFFEE,
DECAF COFFEE, HOT WATER, TEA BAGS & CONDIMENTS.

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

- **ICE CREAM BREAK**

EACH ICE CREAM BREAK IS \$5.70 PER PERSON & IS SERVED IN
THE DINING HALL. THIS BREAK INCLUDES VANILLA ICE CREAM,
ASSORTED TOPPINGS, ASSORTED SYRUPS & WHIPPED CREAM.

DATE: _____ TIME: _____ # OF PEOPLE: _____



Recreation Reservations

RECREATION IS SCHEDULED ON A FIRST COME, FIRST SERVED BASIS. PLEASE RESERVE FOR A MAX 2-HOUR TIME PERIOD.

GYMNASIUM (Lights turn off at 11PM)

FIRST CHOICE:
DATE: _____ TIME: _____AM/PM
SECOND CHOICE (IF FIRST IS UNAVAILABLE):
DATE: _____ TIME: _____AM/PM

OUTDOOR BASKETBALL COURT (Lights turn off at 11PM)

FIRST CHOICE:
DATE: _____ TIME: _____AM/PM
SECOND CHOICE (IF FIRST IS UNAVAILABLE):
DATE: _____ TIME: _____AM/PM

OUTDOOR VOLLEYBALL COURT (Lights turn off at 11PM)

FIRST CHOICE: DATE: _____ TIME: _____AM/PM
SECOND CHOICE (IF FIRST IS UNAVAILABLE):
DATE: _____ TIME: _____AM/PM

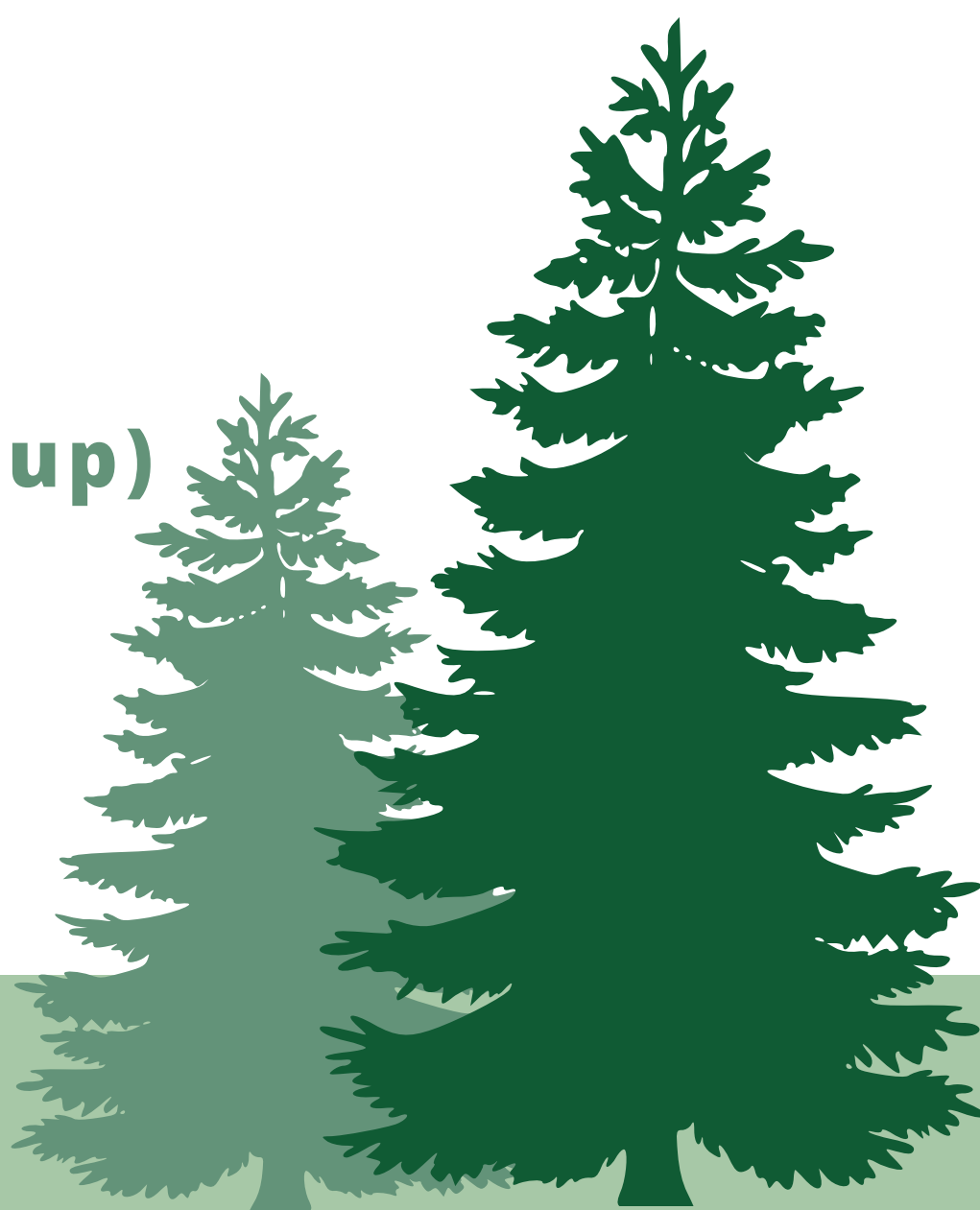
SAND VOLLEYBALL COURT (Lights turn off at 11PM)

Available mid-Spring through mid-Fall

FIRST CHOICE:
DATE: _____ TIME: _____AM/PM
SECOND CHOICE (IF FIRST IS UNAVAILABLE):
DATE: _____ TIME: _____AM/PM

BALL FIELD (may be shared with one other group)

FIRST CHOICE:
DATE: _____ TIME: _____AM/PM
SECOND CHOICE (IF FIRST IS UNAVAILABLE):
DATE: _____ TIME: _____AM/PM



Recreation Reservations

RECREATION IS SCHEDULED ON A FIRST COME, FIRST SERVED BASIS.

CAMPFIRES

You can choose from the following campfires:

- Poplar Fire Circle
- Hilltop Fire Circle
- Laurelside Amphitheater
- Hiawatha Pavilion Fire Circle
- Oakwood Pavilion Fireplace

FIRST CHOICE AT (LIST CAMPFIRE HERE) _____

DATE: _____

STARTING TIME: _____AM/PM

ENDING TIME: _____AM/PM

I'D ALSO LIKE A FIRE AT _____

DATE: _____

STARTING TIME: _____AM/PM

ENDING TIME: _____AM/PM

IF NOT AVAILABLE, PLEASE PROVIDE A SECOND CHOICE BELOW

SECOND CHOICE AT (LIST CAMPFIRE HERE) _____

DATE: _____

STARTING TIME: _____AM/PM

ENDING TIME: _____AM/PM

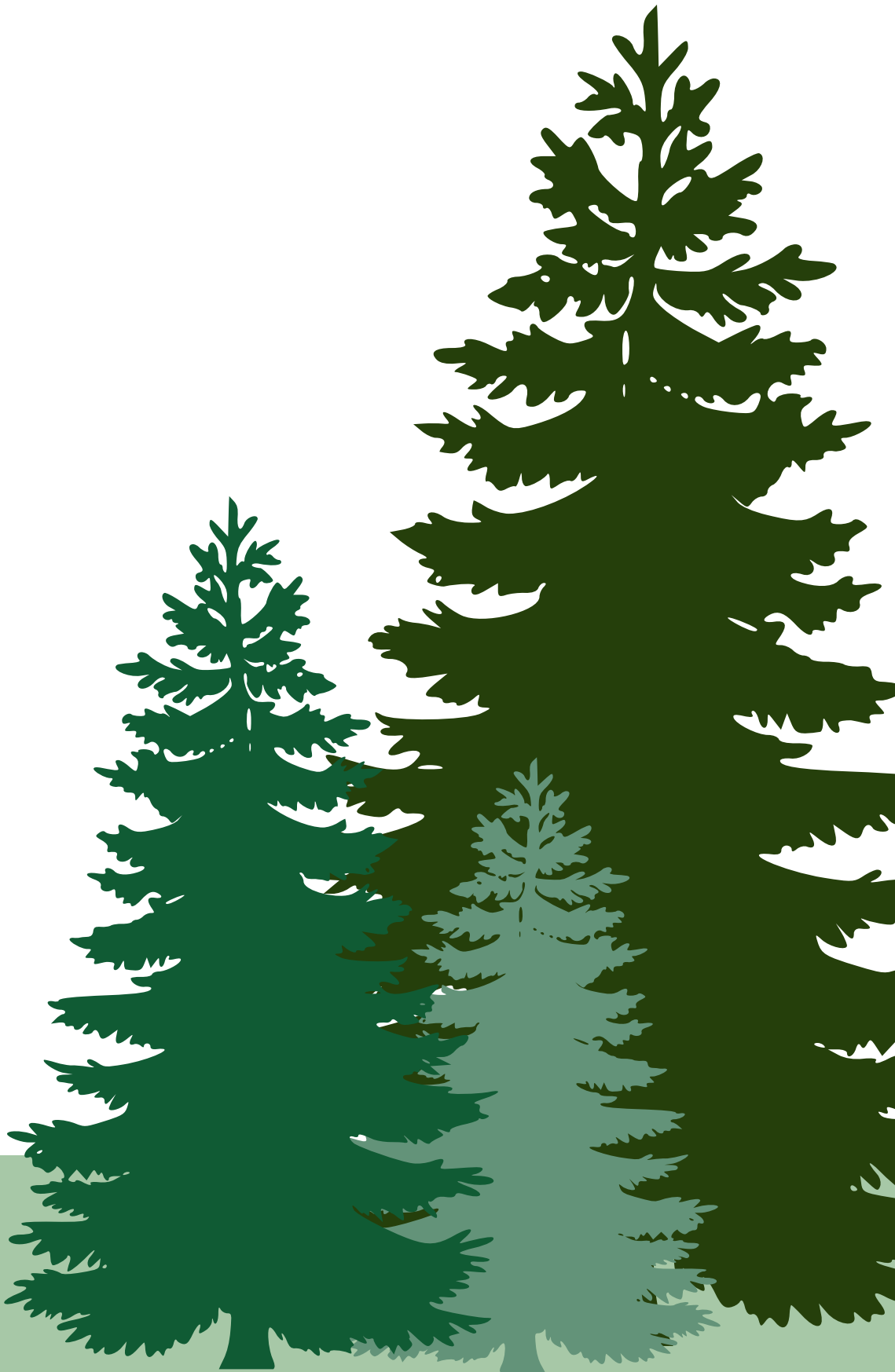
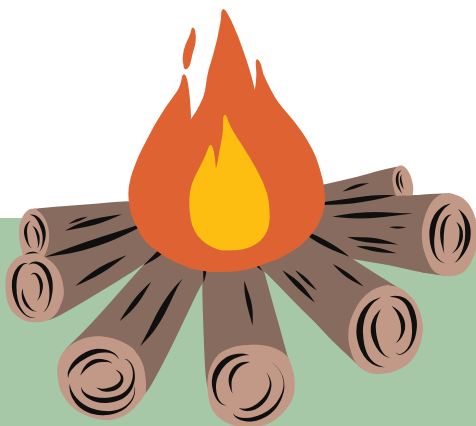
CAMPFIRE S'MORES

S'mores are \$2.90 per person & includes graham crackers, chocolate bars, marshmallows, and roasting sticks.

DATE: _____

TIME: _____

OF PEOPLE: _____



Meeting Room Set Up

PLEASE FILL OUT THE FOLLOWING INFORMATION SO WE CAN HAVE YOUR MEETING ROOM READY WHEN YOU ARRIVE. A FEW INVENTORY ITEMS ARE LIMITED, SO THEY WILL BE DISTRIBUTED TO THOSE WHO RETURN THIS SHEET FIRST. WE WILL BE IN TOUCH IF WHAT YOU REQUESTED IS NOT AVAILABLE.

Please 'check' the style set up you would like:
Visit our website to see layouts of each style.
www.brr.org/retreats/meeting-rooms

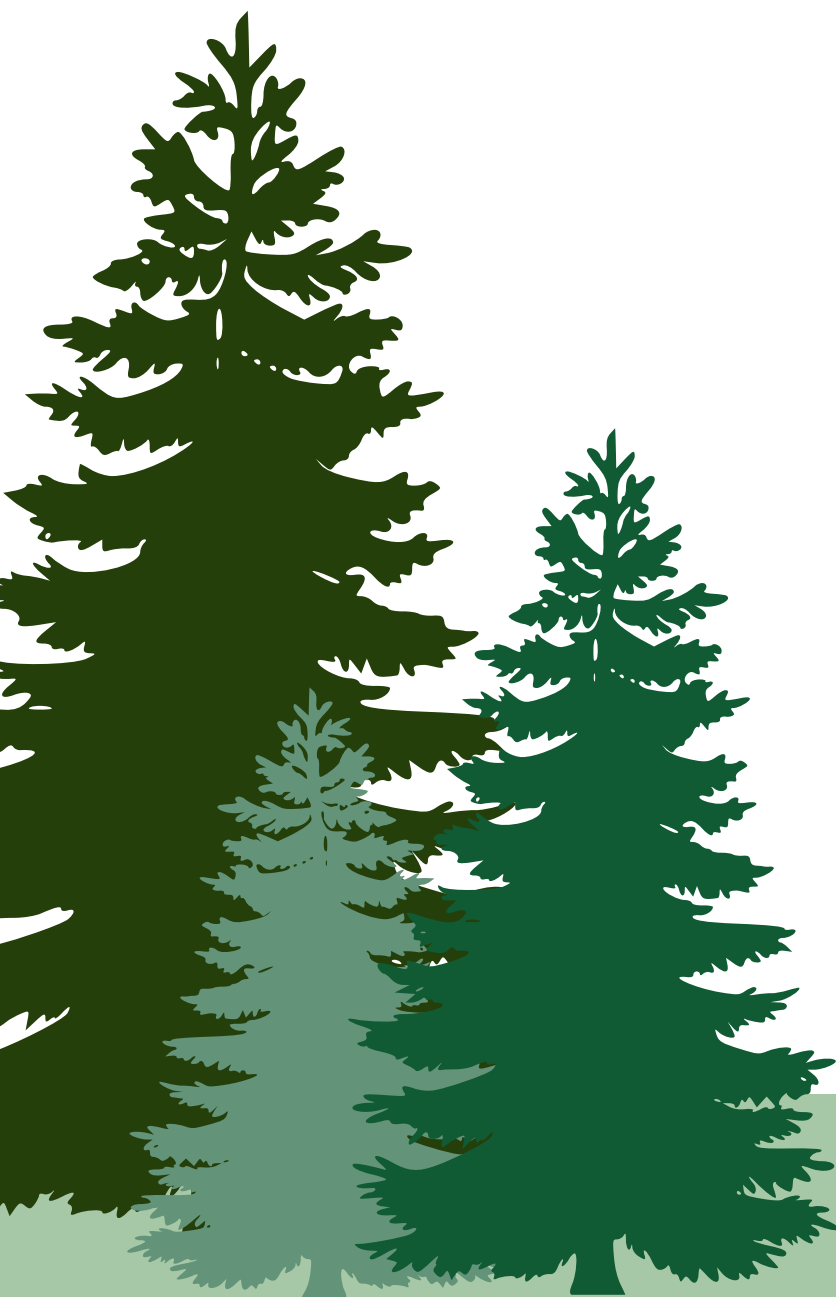
- ☐ AUDITORIUM STYLE
- ☐ CASUAL AUDITORIUM STYLE
- ☐ AUDITORIUM STYLE WITH MIDDLE AISLE
- ☐ CONFERENCE STYLE
- ☐ OPEN BOARD STYLE
- ☐ CLOSED BOARD STYLE
- ☐ ROUND TABLE STYLE
- ☐ LONG TABLE STYLE
- ☐ CRAFTS/SCRAPBOOKING STYLE
- ☐ CIRCLE STYLE
- ☐ OTHER (PLEASE DRAW DIAGRAM)

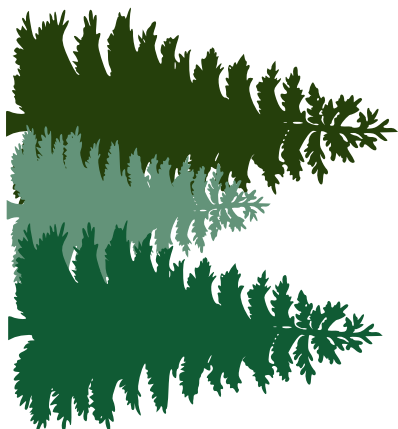
Please mark what equipment you will need:
Mark all that apply. Black Rock does not provide laptops.
No charge for equipment.

- ☐ PROJECTOR/TV
- ☐ DVD PLAYER
- ☐ CONNECTION FOR MAC OR OTHER (CIRCLE ONE)
- ☐ AUDIO CONNECTION MAC OR OTHER (CIRCLE ONE)

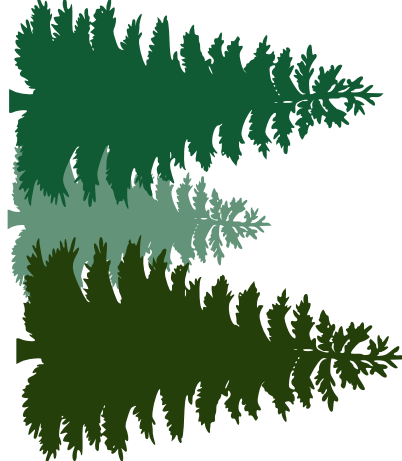
Indicate a number of each piece of inventory needed for this meeting room only.
No charge for equipment.

- #_____ CHAIRS
- #_____ STANDARD TABLE (30"x8')
- #_____ NARROW TABLES (18"x8')
- #_____ ROUND TABLES (5')
- #_____ PODIUM
- #_____ MICROPHONE
- #_____ FLIP CHART/EASEL COMBO
- #_____ KEYBOARD
- #_____ MUSIC STAND





Meeting Room Set Up



PLEASE PROVIDE A DIAGRAM OF HOW YOU WOULD LIKE YOUR MEETING ROOM SET UP.

Meal Counts

PLEASE WRITE THE TOTAL NUMBER OF GUESTS, ACCORDING TO AGE, FOR EACH MEAL IN YOUR CONTRACTED MEAL PLAN.

BREAKFAST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AGE 12+							
AGE 6-11							
AGE 3-5							
AGE 0-2							
LUNCH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AGE 12+							
AGE 6-11							
AGE 3-5							
AGE 0-2							
DINNER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AGE 12+							
AGE 6-11							
AGE 3-5							
AGE 0-2							