



Christian Camp & Retreat Center

RETREAT DETAIL SHEET

PLEASE FILL OUT AND RETURN AT LEAST 2 WEEKS BEFORE YOUR 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 FACILITY USE CHARGE (AGES 5+) IN ADDITION TO ANY MEAL CHARGES. MULTI-DAY CHARGE FOR A GUEST IS \$20.

Lodging Information

HANDICAPPED ACCESSIBLE LODGING ROOMS NEEDED:

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

*PLEASE LIST CABIN NAMES AND AMOUNT PER CABIN

TOTAL LINEN + TOWEL PACKS # _____ CABIN NAMES: _____

TOTAL LINEN PACKS # _____ CABIN NAMES: _____

TOTAL TOWEL PACKS # _____ CABIN NAMES: _____

*PLEASE LIST ROOM NUMBER / CABIN NAME WHERE YOU WOULD LIKE COTS
COTS NEEDED FOR MRC/DW ROOMS: (\$20/COT)

TOTAL COTS # _____ ROOM NUMBERS: _____

COTS NEEDED FOR BUNK CABINS: (\$20/COT)

TOTAL COTS # _____ CABIN NAMES: _____

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

***CANNOT BE SERVED DURING MEAL TIMES**

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

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

ICE CREAM SUNDAE BAR

***CANNOT BE SERVED DURING MEAL TIMES**

EACH ICE CREAM BREAK IS \$5.70 PER PERSON & IS SERVED IN THE **DINING HALL**. THIS BREAK INCLUDES 3 ICE CREAM FLAVORS, ASSORTED TOPPINGS, ASSORTED SYRUPS & WHIPPED CREAM.

DATE: _____ TIME: _____ # OF PEOPLE: _____

FOR GROUPS SMALLER THAN 25, NOVELTY ICE CREAMS ARE PREPARED FOR \$3.00 PER PERSON. PICKUP IS TO BE ARRANGED WITH THE FRONT DESK.

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: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

OUTDOOR BASKETBALL COURT (Lights turn off at 11PM)

FIRST CHOICE:

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

OUTDOOR VOLLEYBALL COURT (Lights turn off at 11PM)

Also has a basketball and 1 pickleball court

FIRST CHOICE:

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

SAND VOLLEYBALL COURT (Lights turn off at 11PM)

Available mid-Spring through mid-Fall

FIRST CHOICE:

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

BALL FIELD (may be shared with one other group)

FIRST CHOICE:

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ START TIME: _____ AM/PM END TIME: _____ AM/PM

Recreation Reservations

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

CAMPFIRES

You can choose from the following campfires:

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

FIRST CHOICE AT (LIST CAMPFIRE HERE) _____

DATE: _____

STARTING TIME: _____ AM/PM

ENDING TIME: _____ AM/PM

I'D ALSO LIKE A FIRE AT (LIST CAMPFIRE HERE) _____

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. S'mores packs are picked up at the front desk prior to your campfire.

DATE: _____

TIME: _____ AM/PM

OF PEOPLE: _____



Christian Camp & Retreat Center

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

AUDIO AND VIDEO ADAPTORS CAN BE REQUESTED AT THE FRONT DESK FOR AN ID OR \$20 DEPOSIT
BLACK ROCK CANNOT GUARANTEE ALL ADAPTOR TYPES

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

BLACK ROCK DOES NOT GUARANTEE YOUR EXACT SETUP. OUR TEAM WILL DO THE BEST WE CAN TO ACCOMMODATE YOUR MEETING SPACE NEEDS.

- # _____ 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 FOR EACH ROOM YOU HAVE OF HOW YOU WOULD LIKE YOUR MEETING ROOM SET UP.





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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							