



CALVIN CREST RESERVATION CONTRACT

Camp – Conference – Retreat Center
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Summer Camps - Retreats - Conferences - Family Reunions - Committee Meetings - Weddings

ARR
DEP:

Contact Person
Church / Group
Address
City / ST / Zip

Phone #
Phone #
Fax #
E-mail:

<input type="checkbox"/> YOUTH	App. # of Youth M ___ F ___ # of Adult Advisors M ___ F ___	TOTAL	_____
<input type="checkbox"/> ADULTS	App. # of Adults M ___ F ___	TOTAL	_____
<input type="checkbox"/> FAMILIES	App. # of Children 0-3 ___ Children 4-7 ___ Adults M ___ F ___	TOTAL	_____

FACILITIES REQUESTED:	FOOD SERVICE:	MEETING ROOM EQUIPMENT:
<p>Lodging: (See attached pricing) Proett Lodge x _____ rooms Eppley Lodge x _____ rooms Cabins x _____ I cabins A-Frames x _____ A-Frames Other: _____</p> <p>Meeting Room: (See attached pricing) Nelson North Meeting Room Nelson South Meeting Room Dundee Lounge Jones Meeting Room Calvin Meeting Room Upper Area Lodge Eppley Lodge Meeting Room Dining Hall – West / Center / Window Other: _____</p>	<p>Vegetarians? _____ Special Dietary Needs? _____</p> <p>Date _____ B am L pm D eve _____ B am L pm D eve _____ B am L pm D eve _____ B am L pm D eve _____ B am L pm D eve _____ B am L pm D eve _____ B am L pm D eve _____ B am L pm D eve</p> <p>Breakfast \$5.50 per person Lunch \$7.00 per person Dinner \$8.00 per person Snacks \$1.20 per person (Available Morning, Afternoon, & Evening)</p>	<p>___ TV/VCR (3) ___ Karaoke Machine (1) ___ TV/VCR/DVD (2) ___ Sound System (2) ___ Whiteboard (4) ___ Microphone (3) ___ Podium (3) ___ Piano ___ Projector Screen (7) ___ Organ ___ Overhead Projector (3) ___ CD player (3) ___ Flip Chart holders (7) ___ Songbooks ___ Chalkboard (3) ___ Hymnals ___ Extension Cords ___ Room setup</p> <p style="text-align: center;">OTHER SERVICES:</p> <p>___ LCD Projector Rental \$10.00 / day ___ Challenge Course Full Day – \$10.00 / guest Half Day – \$7.00 / guest ___ Swimming Pool (larger groups – call for pricing) Our Lifeguard 1-50 guests – \$50.00 / hour Own Lifeguard 1-50 guests – \$35.00 / hour ___ Hay Rack Ride 40 guests per ride – \$20.00 / ride ___ Camp Store – open by appointment ___ Air Boat Ride on Platte River – call for pricing</p>

★ Please enclose an agenda for your event schedule so we may coordinate various group's needs and activities.

State Tax Exempt # _____ Fed ID # _____
(Please attach Form 13 Sales Tax Exemption Certificate)

DEPOSIT: To reserve the requested dates, a deposit based on 30% of the estimated total bill must accompany the signed contract. An additional deposit of 50% of the estimated event total must be received 30 days prior to your event.

CANCELLATION AND REFUND: Groups canceling their event 90 days or less from their event date forfeit their 30% deposit. Groups canceling their event 30 days or less from their event date forfeit their 30% deposit and are billed an additional 50% of their event total since Calvin Crest did not have the opportunity to rent to another group. Deposit refund requests must be submitted in writing for approval by the Board of Directors.

TRANSFER: Reservations may be transferred to a different date, if available, 90 days prior to the original event date for an additional \$50.00 processing fee.

Approximately 45 days prior to your event, you will be sent a form to provide us with more exact numbers for meals and lodging. This form is due 30 days prior to your event. Please call to confirm space if your number of people has grown larger. If this form is not returned, 90% of the minimum stated on the contract will be charged.

CONTRACT AGREEMENT

Please read and sign before returning contract (make a copy for your records):

I/we have read this contract *including the facility and grounds procedures* and agree to its terms and content and am authorized to sign for the group or organization named in this reservation contract and selections therein; group or individual named on contract guarantees payment for contracted services.

Group Representative Print Name

Group Representative Signature

Date

Calvin Crest Office Use Only:

Amount Due \$ _____
Amount Received:
Date _____ Amount \$ _____ Check # _____ Rcpt# _____
Date _____ Amount \$ _____ Check # _____ Rcpt# _____
Date _____ Amount \$ _____ Check # _____ Rcpt# _____

CREDIT CARD amount \$ _____
 MasterCard
 Visa
Credit Card Acct # _____
Exp. Date _____ Security Code _____
Name on Card _____

Calvin Crest Rates – Lodging

Lodging, Meeting Rooms, and Meals are priced separately.

LODGING:

Proett Lodge

Hotel style with individual bathrooms, linens & towels provided, heated and air-conditioned. 3 beds per room, 20 bedrooms total including 2 handicapped accessible rooms. Rates are per person, per night.

Single Occupancy – \$50.00 per person

Double Occupancy - \$35.00 per person

Triple Occupancy - \$30.00 per person

Family Rate (Parent(s)/Guardian(s) with children under age 18) - \$90.00 per room

Eppley Lodge

2 bedroom suites with a connecting, shared bath. 1 lower level suite with 3 bedrooms & 2 bathrooms. Linens & towels provided, heated and air-conditioned. 2-4 beds per bedroom, 24 total beds. Rates are per person, per night.

Single Occupancy - \$30.00 per person

Double Occupancy - \$25.00 per person

Triple – Quadruple Occupancy - \$20.00 per person

Family Rate (Parent(s)/Guardian(s) with children under age 18) - \$100 per suite

VIM House Apartments

2 apartments each with 2 bedrooms, 1 bathroom, living room, furnished kitchen for meal preparation, TV, heat and air conditioning. Rates are per apartment, per night.

\$50.00 per apartment

Cabins – Year Round Use

8 heated cabins with 2 restrooms and showers per cabin. Each cabin has 14-16 bunks. 120 beds total. Guests bring their own linens or sleeping bags and towels. Some cabins are air-conditioned. Rates are per person, per night.

1-6 occupants - \$21.00 per person

7-16 occupants - \$17.00 per person

A-Frame Cabins – Seasonal Use

4 A-Frame cabins with electricity and vent fan, no heat or air conditioning. Bathhouse with separate restrooms and shower facilities for males/females. Guests bring sleeping bag and towels. 12 cots per A-Frame, 48 cots total. Rates are per A-Frame, per night.

\$35.00 per A-Frame

Bunkhouse Cabins – Seasonal Use

6 bunkhouses each with 6 bunk beds. No electricity, heat, or air-conditioning. Bathhouse with separate restroom/shower facilities for males/females centrally located, guests bring sleeping bag and towels. 36 bunks total. Rates are per Bunkhouse, per night.

\$25.00 per Bunkhouse

Covered Wagons – Seasonal Use

12 Covered Wagons total in three camping areas, 1-4 guests per Covered Wagon. Bathhouse with restroom/shower facilities for males/females, guests bring their own sleeping bag and towels. Rates are per Covered Wagon, per night.

\$15.00 per Covered Wagon

Trailer and Tents – Seasonal Use

3 trailer pads have access to water, electricity, and sewer hook-ups. Additional trailer parking is available without hook-ups. All guests have access to a bathhouse with restroom/shower for men and women. Rates are per trailer/tent.

Trailer Pad, with hook-ups - \$18.00 per trailer

Trailer parking, no hook-ups - \$12.00 per trailer

Tent Camping, bring own tent - \$10.00 per tent

Calvin Crest Rates – Meal Rates

Calvin Crest offers delicious and nutritious meals, snacks, and beverage service to meet every groups needs. Our professional kitchen staff is able to work with your group to accommodate special dietary restrictions, allergies, and needs.

Meals are scheduled at the following times; however serving times may be adjusted by Calvin Crest to ensure the best possible quality of food and service to each group. Snack times may be adjusted to fit your group's agenda. All meals are served in the dining hall. Snacks will be delivered to your meeting area.

Breakfast – 8:00am

Morning Snack – 10:00am

Lunch – 12:00pm

Afternoon Snack – 3:00pm

Dinner – 6:00pm Sunday – Thursday

6:30pm Friday

Evening Snack – 8:00pm

Children 4 – 7 with parents:

Breakfast	\$5.50	\$4.70
Lunch	\$7.00	\$6.20
Dinner	\$8.00	\$7.20
Snacks	\$1.20	\$1.20

Meals for children 3 or under are free.

Calvin Crest Rates – Meeting Rooms

All meeting rooms are heated and air-conditioned. All prices are per 24 hour period and include beverage service. When Calvin Crest provides lodging and 3 or more meals, one meeting room is provided at no charge. Additional meeting areas may be reserved if available.

PROETT MEETING ROOMS:

Dundee Lounge

A large, comfortable open room with couches, chairs, organ, and fireplace. 26' x 30' Capacity 30
\$90.00

Nelson Room

A large meeting room with conference tables, chairs, piano, organ, sound system, and AV capabilities, able to be split into 2 separate meeting spaces. An attached kitchenette furnished with appliances is available for rental. Total capacity 200.
Nelson North (24' x 37') – \$150.00
Nelson South (32' x 47') - \$175.00
Attached Kitchenette for meal preparation - \$45.00

Jones Room

Features conference style tables and chairs. AV capable. 22' x 23' Capacity – 25
\$70.00

Calvin Room

An ideal room for small groups. Equipped with a white board and pull down screen. AV capable. 12' x 22' Capacity – 15
\$55.00

Knox Room

This room is perfect for small groups. AV capable. Capacity – 8
\$45.00

AREA LODGE MEETING ROOMS:

Upper Area Lodge

A large, carpeted meeting room equipped with fireplace, kitchenette, chalk board and bulletin board. AV capable. 30' x 46' Capacity – 100
\$140.00
Attached kitchenette for meal preparation - \$25.00

Lower Area Lodge

Large meeting room equipped with fireplace, kitchenette, chalk and bulletin boards. 30' x 50' Capacity – 100
\$125.00
Attached kitchenette for meal preparation - \$25.00

HUXTABLE DINING HALLS:

Our dining hall is able to be split into 3 sections accommodating a total of 300 guests. The Window and Center Dining Halls seat 100 guests each and feature a retractable center wall offering private dining and meeting areas. The Window Dining Hall features a fireplace. These areas may serve as meeting or activity space depending on availability. The West Dining Hall accommodates 150 guests and features vaulted ceilings, a stone fireplace, and patio.

Window Dining Hall - \$150.00

Center Dining Hall - \$150.00

West Dining Hall - \$195.00

EPPLEY LODGE MEETING ROOM:

Conference Room

This room features conference style tables and chairs, organ, beverage center, chalkboard, bulletin board, projector screen, fireplace, and TV/VCR/DVD. 17' x 21' Capacity – 20
\$35.00

OUTDOOR MEETING AREAS:

Calvin Crest has many outdoor meeting areas, including picnic shelters, a gazebo, patios, chapels, and fire circles. These areas may be reserved at no charge with your overnight lodging. For day groups, pricing is based on the number of participants. Please call the office to coordinate your needs.