

Special Requests for your event at Camp Bethel (Return with your signed agreement to Camp Bethel) v.11.17.08



Group/Event Name _____

Date(s) of event _____

Please list the name, address, phone # & e-mail of the person in charge of your group to whom Camp will direct inquiries.

Name: _____ Home phone #: _____

Full postal mailing address: _____

E-mail: _____ Cell phone # _____

1. EQUIPMENT, FURNITURE & TABLES: Do you have any equipment or furniture requests not listed in our facility descriptions and thus not covered by your attached event reservation? Please indicate number of items and location where you want these placed. Items will be placed in facilities, but not set up; please plan accordingly and arrive early to set up your room to meet your needs. *Availability of the items listed below is limited, especially tables. Extraordinary furniture requests will require an additional service fee.* Camp Bethel will contact you if any of the below needs cannot be met. Camp Bethel is not obligated to meet additional requests AFTER your arrival. Our equipment and furniture is limited, so for highly-sophisticated equipment/furniture needs, you should bring your own.

Dry Marker Board : # _____; location _____; **Newsprint w/ Easel** location: _____

Extra Tables at \$5 each : location: # _____ in _____; # _____ in _____; # _____ in _____.

Extra Chairs at \$1 each : # _____; location _____ **Lectern** location: _____

Audio Visual Equipment: *If your event depends upon highly sophisticated audio-visuals, you may want to bring your own equipment.*

TV & VCR or DVD	Color TV with VCR -OR- DVD plays most standard DVDs	\$40/day
Sound System "A"	2 speakers on stands, amp with 3 inputs, tape deck, 1 mic. + stand	\$80/day
Sound System "B"	2 large speakers (no stands), mixer/amp with 4 channels, 1 mic + stand	\$60/day
Sound System "C"	1 speaker/amp combo with 1 microphone + stand	\$30/day
LCD Projector + screen	LCD projector and 5' x 5' screen.	\$100/day + \$400 security deposit

Requests from above Audio Visual Equipment list and location needed: _____

If available, we request shared access to the **Deer Field Gym** on these days & times _____

Other furniture & equipment requests: _____

2. MEALS: Traditionally at Camp Bethel meals are served at the following times: Breakfast at 8am, Lunch at 12:30pm, and Dinner at 5:30pm. Deviation from this schedule is possible if you are the first group requesting meals, (please let us know below so we can make any necessary adjustments). Groups must pay for a minimum of 20 persons for Camp Bethel to provide meals. This minimum is often met by multiple group use. If Camp Bethel cannot accommodate meal requests for this reason your group will be contacted as soon as possible prior to your visit. Note any special meal needs your group has, including number of persons in your group who are vegetarians, vegans, or have specific known food allergies. **The minimum deposit for meals is 50% of the fees for your reserved meals.**

Regular meal service (buffet style) & usual time:	Price per person	Child 4-8	Child 0-3
Breakfast, 8:00am	\$8.00 per person	1/2 price	free
Lunch, 12:30pm	\$9.00 per person	1/2 price	free
Dinner, 5:30pm	\$10.00 per person	1/2 price	free
Self-serve Snack Station in Ark, any time	\$3.00 per person	1/2 price	free

For banquets (breakfast, lunch or dinner) with or without table service, you must complete our Banquet Form.

Meal requests listed on Event Reservation: _____

Snack(s) at \$3.00 per person? # of adults = _____; children 4-8 = _____; time(s) = _____

Food concerns/needs (vegetarians; vegans; allergies, etc.): _____

3. PROGRAMMING & OTHER SERVICES: Call our office to arrange all programming!

High Ropes Course 4 hour experience: \$30/person, 4-18 persons	Group Games Leadership: \$40/hour each 2-12 person group
High Ropes Course 6-8 hour experience: \$40/person, 4-18 persons	Old-Fashioned Wagon Ride: \$40/1 hour ride, 2-25 persons
Low-High Combo 6-8 hour experience: \$40/person/day, 4-18 persons	Outdoor Campfire; built match-ready: \$15 per site
Low Initiatives Course 2 hour experience: \$15/person, 6-60 persons	Linen set: \$20 per set: pillow, sheets, blanket, towel, washcloth
Low Initiatives Course 4 hour experience: \$20/person, 6-60 persons	Picnic table moved to your cabin or campsite: \$25 per table
Low Initiatives Course 6-8 hour experience: \$25/person, 6-60 persons	Wireless DSL Internet (limited facilities): \$15 for 5 days

Requests (include dates and times) from above "Programming & Other Services" list: _____

4. Use the back of this page to list **any other special requests** not covered by this page or the enclosed agreement. Include additional information about your visit (schedule, goals, etc.) that our staff should know in order to serve you better.

Notes: For all **lodging and meals**, children ages 4-8 receive 50% discount; children 0-3 are free. Damage to facilities, equipment or grounds will be charged to individuals/groups responsible. Minimum deposits required where noted. Please expect other guest groups to be in other facilities and at meals during your event at camp. Expect to meet others & enjoy the shared fellowship at Camp Bethel. **Members** of Virilina District Church of the Brethren churches & their sponsored groups receive discounted lodging, rentals & programs; ask the office for Virilina member rates or visit www.campbethelvirginia.org/Virilina_rates.htm. **Rates are subject to change in 2010 and subsequent years.**

Return this completed form with your signed contract to: Camp Bethel, 328 Bethel Road, Fincastle, VA 24090