

NON-DISCIPLE GROUPS & INDIVIDUALS

Laurelview Christian Center Reservation Form

For those who are not members of the Christian Church (Disciples of Christ)

Mail to: Laurelview Task Force, P.O. Box 465, California, PA 15419

Please email rentals@laurelview.org if you have any question

CONTACT INFORMATION

Name of Group _____

Purpose for using the center _____

Person Responsible For Group _____

Email _____ Cell Phone _____

GROUP INFORMATION (Approximate Numbers)

Total _____ (Males _____ Females _____) Ages: From _____ to _____

Must have two adults per group. Groups over 20 must have one additional adult for every 10 youth under the age of 18.

DATES AND TIMES

Arrival Date _____ Departure Date _____

Time arriving: _____ Time Departing: _____

Please note that you need to arrive and depart within an hour of the time you give to us.

LEADER'S SIGNATURE

As the person responsible for this event, I accept responsibility for the care of the property, the conduct of the group, and will make all participants aware of the rules of the conference center.

SIGNED: _____

DATE: _____

SPACE & FEES

FIRST CHECK INCLUDES:

Event Fee: \$350 for entire event
Fee includes grounds, pavilion, upper barn with labyrinth, basketball and recreation space and Thompson Dining Hall with a large meeting room and large kitchen (Note use of kitchen has additional charge below)

Additional Space and Fees

___ Large Kitchen in Thompson Dining Hall	\$75 per day
___ Director's Cabin (Small meeting room with fireplace and small kitchen) Also has two bedrooms sleeping 24 total with two baths	\$100 per overnight
___ Dormitory Cabin #1 (Four pods sleep up to 36 persons with two baths)	\$100 per overnight
___ Dormitory Cabin #2 (Four pods sleep up to 36 persons with two baths)	\$100 per overnight

Total Amount Due _____

SECOND CHECK

Deposit for Cleaning or Damage \$200 for event
This check is returned once the Camp Host confirms that the space was cleaned and there was no damage.

CANCELLATIONS

Please contact Conference Center Registrar if there is a need to cancel. If cancelling before 14 days, all money will be refunded. After 14 days, only the deposit for cleaning and damage will be refunded. The check for the event fee may be applied to a future date within the year.

REGISTRATION SUMMARY

Renters Responsibilities:

MAIL HARDCOPY OF THIS FORM WITH SIGNATURES AND:

- COPY OF CERTIFICATE OF INSURANCE naming Laurelview Camp as additional insured for the time of your stay.
- FIRST CHECK FOR FEES made out to Christian Church in Pennsylvania. Note Laurelview
- SECOND CHECK OF \$200 FOR CLEANING AND DAMAGE Made out to Christian Church in Pennsylvania. Note Laurelview. Returned if all is in order after the event.

Registrar Responsibilities:

- Once both the form and checks are received, the registrar will contact you to confirm your reservation along with a list of what to pack, camp rules and check out procedures
- A Camp Host will be assigned to welcome your group and to insure the safe use of the grounds during your stay.

Updated June 9, 2016