

Planning your event

Things to know:



We hope the information below will be helpful as you consider holding a retreat at Lakewood. Please do not hesitate to contact us with any questions or concerns. May God bless you in your planning.

► **Private Christian Ministry:** Lakewood is private property for the purpose of providing a place for Christian education and recreation in accordance with our statement of faith. (See www.LakewoodRetreat.org) Groups attending Lakewood must not be in contradiction with the intended purpose of the ministry in doctrine or practice, must abide by our rules and expectations, and must not disrupt our Christ-centered atmosphere. No individual is allowed on Lakewood property without properly registering inside the office or through the phone number provided on the office door outside of office hours. Any unregistered attendee is trespassing on private property.

► **Inquiry:** An inquiry is not a reservation. Dates and resources inquired upon are still open for reservation by any group until the Reservation process begins (see below).

► **Estimate:** An estimate is based on the pricing that is currently available at the time it is sent. Price changes may occur at any time as economic conditions warrant and typically change at the beginning of a calendar year. The final invoice will reflect pricing current at the time of the event.

► **Contract:** The contract is a legal document that communicates expectations between Lakewood Retreat and the guest group. We have highlighted areas of the contract we feel could be missed or misunderstood. We have attempted to use plain language to aid understanding. It is our desire that there be no backend surprises. Please do not hesitate to ask questions for clarity. We are not able to accept alteration to the wording of the contract.

► **Reservation:** A reservation requires a properly completed contract and the appropriate deposit to become validated. Once Lakewood sends a contract to the client, 10 days are allotted to validate the Reservation. Lakewood is under no obligation to hold space after the 10-day period if by then the contract is not validated.

► **Deposits:** All deposits are non-refundable. 10% deposit is due if more than 90 days before the event. 25% deposit is due at and within 90 days before the event date.

► **Payment:** The final bill will be based upon the prices in effect at the time of the event. Prices are updated each calendar year. Estimates made before the new calendar year may reflect the previous year's pricing. Lakewood will attempt to send a revised estimate to all clients when a price or program change is made, however, the client is responsible for obtaining this information. Payment is due on arrival by cash, check, or credit card (Master Card, Visa, Discover). Balances are due before departure. Unpaid balances after departure may be charged with a 5% late payment fee.

► **Office Hours:** The office is generally open Monday—Saturday 9-5 with extended hours Friday 'til 9 PM. The office is generally closed on Sunday and holidays. Guests departing on Sunday or a holiday should make payment by Saturday at 3 PM to avoid a late fee. Special arrangements may be made in advance through the office.

► **Charges:** Facility charges will be based on the actual number of attendees. Lodging is charged according to what was reserved at 90 days prior to the event plus any additions. Meals will be charged according what was reserved 10 days before event plus any additions. (See Contract—terms & conditions #3 & #6 for deadline requirements)

► **Deadlines:** Reminders are sent to help you remember to send in deposits, make final lodging confirmation, call in meal counts, etc. It is the client's responsibility to provide the information in a timely manner.

► **Insurance:** Groups are required to provide a certificate of general liability insurance at least 3 days before arrival, valid through the time of departure. If the certificate of insurance is not received at least 3 days before the event, a group supplemental accident insurance policy must be purchased through Lakewood Retreat.

► **Activities:** The earlier you schedule activities, the more likely to get the time you desire. Please be at orientation, meals and activities at the scheduled times or call ahead to make changes.

- ▶ **Supervision:** Minors are expected to be supervised at all times and must be accompanied by an adult when at the zip line, at the pool, and when canoeing.
- ▶ **Dress:** Modest (not distracting) dress is required. Speedos and bikinis are forbidden. (Bikinis may be covered by a shirt.) Shirts are to be worn when outside the pool area. God is to be the center of attention, not our bodies.
- ▶ **Buildings & Facility:** Treat buildings and the facility with respect. Do not mark in or on buildings. No tape, tacks, staples, paste or glue may be used. Dispose of trash properly. Leave as little impact as possible.
- ▶ **Bedding & Towels:** Bed linens and towels are included in motel rooms and Hillside lodging. Bed linens and towels may be rented in Oaks, Wren and Robin. No linens are available for the bunk house cabins. Remember to bring the appropriate bedding and towels. Lakewood room towels are not to be used at the pool.
- ▶ **Meeting Room:** If you request a meeting room please take note:
 - ◇ Requests for a specific meeting room will be considered but cannot be guaranteed. Group reservation date, size, location, and special needs are all factors in the assignment process. Please be sure we understand any special needs.
 - ◇ Replace chairs and tables back in racks or stacks neatly (as you found them), and do not drag them across the floor. Properly dispose of all trash and belongings.
 - ◇ Meals are not to be prepared in the meeting room. An extra charge is incurred for eating meals in the meeting room.
- ▶ **Dining Room:** If you are taking meals at our dining hall, please arrive at your scheduled time. Special menu considerations or requests must be made by the meals final change date. A minimum of 30 meals is required to open the dining room. Tables are reserved. Food is not to be taken out of the dining room unless prearranged. Be considerate of other guests. Shoes must be worn. The kitchen is not available for guest use.
- ▶ **Fires:** Lodgings all have fire ring areas. Do not leave fires unattended. Wood is available for purchase or may be brought in. (No nails, or treated wood.)
- ▶ **Travel:** All vehicles are to sign in at the office and receive a parking tag. The gate code is given out with the tag. Obey all road signs. Speed limit 10 MPH. Park only in designated parking areas.
- ▶ **Climate Control:** All lodgings and meeting rooms have A/C and heat. Keep doors and windows closed when cooling or heating.
- ▶ **Community:** Be considerate - plan to share the grounds, courts, fields, rec room, pool and canoes with other guests. Sound, light, or air pollution should be kept to a minimum. Smoking is allowed only where it does not impact others and is not allowed indoors. No amplified music or public address is allowed outdoors without pre-approval. No blowing automobile horns.
- ▶ **Sports equipment:** Return equipment it to its proper place when finished. Report broken or damaged equipment.
- ▶ **Safety:** There is not a lifeguard on duty at the pool or lakefront; swim or boat at your own risk.
- ▶ **Quiet hours** are 11 PM - 7 AM; plan to be in lodgings during that time. Please respect other guests.
- ▶ **Nature:** Wildlife abounds. Place trash in receptacles, and don't leave food out. Do not damage plants and trees. Be aware of potentially dangerous wildlife, changing weather conditions. "Take only pictures, leave only footprints."
- ▶ **Pets:** We're sorry. Pets are not allowed for the reasons of safety and consideration to others.
- ▶ **Prohibited:** Alcohol, illegal drugs, fireworks of any kind, use of firearms (including: paint ball, air soft, nerf, etc) or other weapons. Please report any observed use of prohibited items immediately. Violators may be asked to leave without refund.
- ▶ We pray that you will experience God the Father, God the son Jesus Christ, and God the Holy Spirit in nature, study, prayer, and fellowship while at Lakewood. Let us know how we can help make your experience amazing. Mark 6:31b