



Retreat Reservation Form

Complete this form & return it with your Reservation Deposit. We suggest that you copy this form for your own records. Please write your retreat date in the memo line of your check.

Date(s) of Event: _____ Initial Contact: ____/____/____

Type of Event: _____

Sponsoring Group: _____ Phone: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ E-Mail: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home #: (____) _____ Cell #: (____) _____

Number of people anticipated: _____ Our office requires an ACCURATE head count by Monday morning, 2 1/2 weeks prior to your retreat. Once the required head count has been met, this count will be the minimum that your retreat costs will be base upon.

Arrival (Day & Time) _____

Departure (Day & Time) _____

Facilities Requested

- Retreat Center Y/N
- 1/2 Retreat Center Y/N
- 1/2 + Meeting Room Y/N
- Cabins #1 #2 #3 #4 #5 Y/N
- Gym Time: _____ Y/N
- Dining Hall Time: _____ Y/N
- Canoes Time: _____ Y/N
- Vesper Area Time: _____ Y/N
- Camp Fire Y/N
- Fri @ _____
- Sat @ _____
- Other _____
- Athletic Field Time: _____ Y/N
- Swimming Pool (June-August) Y/N
- Pavilion Y/N
- Challenge Course Y/N

Food Services Requested

- Meals provided by Park Springs Y/N

-If "yes", which meals?

| | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
|-----------|-----|-----|-----|-----|-----|-----|-----|
| Breakfast | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| Lunch | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| Dinner | ___ | ___ | ___ | ___ | ___ | ___ | ___ |
| Snack | ___ | ___ | ___ | ___ | ___ | ___ | ___ |

Special Requests:

Make any additional notes on back

Audio/Visual Equipment

- TV Y/N
- VCR/DVD Y/N
- Projector Gym/Retreat Center Y/N

Camp Use Only

| |
|-----------------------|
| Deposit Amount: _____ |
| Date Received: _____ |
| Check #: _____ |
| Account Name: _____ |
| Balance Due: _____ |
| Date Received: _____ |

Mail to or E-Mail
 600 Park Springs Lake Rd, Providence, NC 27315/office@parksprings.org
 Questions?
 (336) 793-0130