



Black Rock Retreat

Group Information

GROUP NAME: _____

RETREAT DATE: _____

CONTACT PERSON: _____

CONTACT PERSON PHONE #: _____

ON SITE COORDINATOR: _____

ON SITE COORDINATOR PHONE #: _____

NUMBER OF OVERNIGHT GUESTS ATTENDING: # _____

NUMBER OF DAY GUESTS: # _____

DAY GUESTS WILL INCUR A \$15 PER PERSON DAY CHARGE (AGES 5+) IN ADDITION TO ANY MEAL CHARGES. MAX DAY CHARGE FOR A GUEST IS \$20.

Lodging Information

HANDICAPPED ACCESSIBLE LODGING ROOMS NEEDED:

LINEN/TOWEL PACKS FOR BUNK CABINS (\$15/PACK):

Optional Snack/Coffee Breaks

PLEASE NOTE THE DAY/TIME BELOW THAT YOU'D LIKE YOUR BREAK

SNACK BREAK

EACH SNACK BREAK IS \$1.90 PER PERSON & IS SERVED IN YOUR MEETING ROOM. THIS BREAK INCLUDES ONE SWEET AND ONE SALTY SNACK.

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

COFFEE BREAK

EACH COFFEE BREAK IS \$1.40 PER PERSON & IS SERVED IN YOUR MEETING ROOM. THIS BREAK INCLUDES REGULAR COFFEE, DECAF COFFEE, HOT WATER, TEA BAGS & CONDIMENTS.

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

DATE: _____ TIME: _____ # OF PEOPLE: _____

ICE CREAM BREAK

EACH ICE CREAM BAR IS \$4.70 PER PERSON & IS SERVED IN THE DINING HALL. THIS BREAK INCLUDES VANILLA ICE CREAM, ASSORTED TOPPINGS, ASSORTED SYRUPS & WHIPPED CREAM.

DATE: _____ TIME: _____ # OF PEOPLE: _____

Recreation Reservations

RECREATION IS SCHEDULED ON A FIRST COME, FIRST SERVED BASIS. **PLEASE RESERVE FOR A MAX 2-HOUR TIME PERIOD.**

GYMNASIUM

FIRST CHOICE:

DATE: _____ TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ TIME: _____ AM/PM

OUTDOOR VOLLEYBALL COURT

FIRST CHOICE:

DATE: _____ TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ TIME: _____ AM/PM

SAND VOLLEYBALL COURT (Lights turn off at 11PM)

FIRST CHOICE:

DATE: _____ TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ TIME: _____ AM/PM

OUTDOOR BASKETBALL COURT (Lights turn off at 11PM)

FIRST CHOICE:

DATE: _____ TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ TIME: _____ AM/PM

BALL FIELD (may be shared with one other group)

FIRST CHOICE:

DATE: _____ TIME: _____ AM/PM

SECOND CHOICE (IF FIRST IS UNAVAILABLE):

DATE: _____ TIME: _____ AM/PM

Recreation Reservations

RECREATION IS SCHEDULED ON A FIRST COME, FIRST SERVED BASIS..

CAMPFIRES

You can choose from the following campfires:

Poplar Fire Circle

Hilltop Fire Circle

Laurelside Amphitheater

Hiawatha Pavilion Fire Circle

Oakwood Pavilion Fireplace

FIRST CHOICE AT (LIST CAMPFIRE HERE) _____

DATE: _____

STARTING TIME: _____ AM/PM

ENDING TIME: _____ AM/PM

I'D ALSO LIKE A FIRE AT _____

DATE: _____

STARTING TIME: _____ AM/PM

ENDING TIME: _____ AM/PM

IF NOT AVAILABLE, PLEASE PROVIDE A SECOND CHOICE
BELOW

SECOND CHOICE AT (LIST CAMPFIRE HERE) _____

DATE: _____

STARTING TIME: _____ AM/PM

ENDING TIME: _____ AM/PM

CAMPFIRE S'MORES

S'mores are \$1.90 per person & includes graham crackers, chocolate bars, marshmallows, roasting sticks, a Cambro of water, wet napkins & cups.

DATE: _____

TIME: _____

OF PEOPLE: _____

Meeting Room Set Up

PLEASE FILL OUT THE FOLLOWING INFORMATION SO WE CAN HAVE YOUR MEETING ROOM READY WHEN YOU ARRIVE. A FEW INVENTORY ITEMS ARE LIMITED, SO THEY WILL BE DISTRIBUTED TO THOSE WHO RETURN THIS SHEET FIRST. WE WILL BE IN TOUCH IF WHAT YOU REQUESTED IS NOT AVAILABLE.

Please 'check' the style set up you'd like:

Visit our website to see layouts of each style.
www.brr.org/retreats/meeting-rooms

- AUDITORIUM STYLE
- CASUAL AUDITORIUM STYLE
- AUDITORIUM STYLE WITH MIDDLE AISLE
- CONFERENCE STYLE
- OPEN BOARD STYLE
- CLOSED BOARD STYLE
- ROUND TABLE STYLE
- LONG TABLE STYLE
- CRAFTS/SCRAPBOOKING STYLE
- CIRCLE STYLE
- OTHER (PLEASE DRAW DIAGRAM)

Please mark what equipment you'll need

Mark all that apply. Black Rock does not provide laptops.
No charge for equipment.

_____ PROJECTOR/TV _____ DVD PLAYER

_____ CONNECTION FOR MAC OR OTHER (CIRCLE ONE)

_____ AUDIO CONNECTION MAC OR OTHER (CIRCLE ONE)

Indicate a number of each piece of inventory needed for this meeting room only

No charge for equipment.

_____ CHAIRS

_____ KEYBOARD

_____ STANDARD TABLES
(30"X8')

_____ NARROW TABLES
(18"X8')

_____ ROUND TABLES
(5')

_____ MUSIC STAND

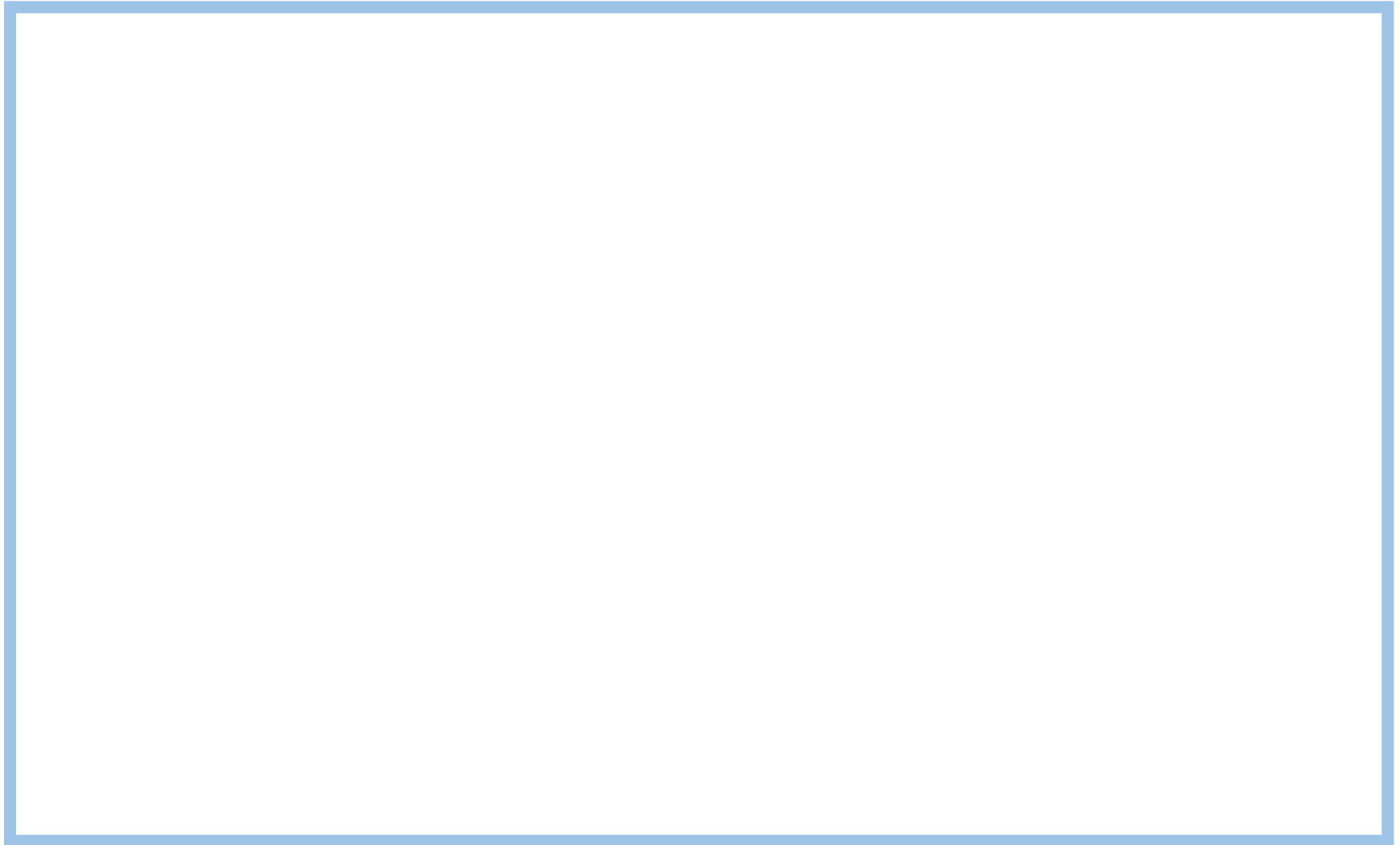
_____ PODIUM

_____ MICROPHONE

_____ FLIP CHART/EASEL COMBO

Meeting Room Set Up

****REQUIRED:** PLEASE PROVIDE A DIAGRAM OF HOW YOU'D LIKE YOUR MEETING ROOM SET UP.

A large, empty rectangular box with a light blue border, intended for a meeting room set up diagram. The box is currently blank, providing space for the user to draw or describe their preferred meeting room arrangement.

Meal Count

PLEASE WRITE THE TOTAL NUMBER OF GUESTS, ACCORDING TO AGE, FOR EACH MEAL IN YOUR CONTRACTED MEAL PLAN.

BREAKFAST	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AGE 13+							
AGE 5-12							
AGE 0-4							

LUNCH	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AGE 13+							
AGE 5-12							
AGE 0-4							

DINNER	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
AGE 13+							
AGE 5-12							
AGE 0-4							

NOTE – Black Rock Retreat will be issuing groups **meal tickets** based on the numbers reported here.

PLEASE LIST ANY DIETARY RESTRICTIONS HERE, ALONG WITH HOW MANY GUESTS HAVE THIS RESTRICTION. DUE TO OUR NUMEROUS OPTIONS, MOST RESTRICTIONS CAN BE ACCOMODATED WITHIN OUR BUFFET LINE. PLEASE CHECK IN WITH KITCHEN STAFF WHEN YOU ARRIVE TO MEALS.
