

# PILGRIM POINT

camps & retreats,

## 2014 RESERVATION FORM

Sponsoring Congregation(s) \_\_\_\_\_

Primary Contact Person \_\_\_\_\_

E-mail(s) \_\_\_\_\_

Contact Person's Phone number(s) \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Requested camp/retreat dates \_\_\_\_\_

2014 building rate fee is based on a tier-scale with lowest rate given approximately 40% offset, medium rate 30% offset and highest rate 20% offset by Friends of Pilgrim Point contributions and the Ashley endowment. In an attempt to make camp most accessible for all congregations, choose what payment level works best for your congregation.

BUILDINGS	WEEK RATE (5 NIGHTS)	WEEKEND RATE (Fri-Sun)	TOTALS
<b>The Lodge</b> 10 rooms, sleeps 42 ( <i>Minimum number of 20 campers required to reserve the Lodge</i> )	\$1650-1900-2250	\$800-950-1200	_____
<b>POEM cabins (4)</b> 8 rooms, sleeps 64	\$1050-1250-1500	\$550-675-900	_____
<b>The Annex</b> 2 sides, sleeps 24 total	\$425-525-700	\$200-250-350	_____
<b>North Shore Cabin</b> sleeps 16	\$425-525-700	\$200-250-350	_____
<b>Campground</b> 8 sites w/ electric	\$325-400-500	\$150-200-300	_____

FOOD SERVICE*	WEEKLY RATE	WEEKEND RATE/NIGHT	
*required of all guests	14 meals & snacks	5 meals & snacks	Campers expected x meal rate = approx total
ADULT (13 & older)	\$140/person	\$50/person	_____ x \$_____ = \$_____
CHILDREN (4-12)	\$100/child	\$36/child	_____ x \$_____ = \$_____
CHILDREN (3-younger)	FREE	FREE	_____ \$0

**TOTAL USE FEE & FOOD** \_\_\_\_\_

Send reservation form & deposit made out to:

**MN Conference UCC, ATTN: PPCR Registrar, 122 W. Franklin Ave, Suite 323 Minneapolis, MN 55404.**

Using this form tentatively reserves your camp or retreat dates, but the terms and conditions for your camp or retreat are contained in the Pilgrim Point Camp Use Agreement and other documents that will be sent to you after your reservation is made.

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## Congregation Reservation Procedures

### *How to Make a Successful Reservation*

After you have determined that you would like to use Pilgrim Point for an upcoming retreat or camp, follow these eight steps to finalize your reservation.

1. Contact Zac (email: [Zacn@uccmn.org](mailto:Zacn@uccmn.org) or call 612-871-0359) to inquire about possible dates and availability of the buildings/areas you would like to use.
2. Once a mutually agreeable date is found, download the reservation form from the website ([www.pilgrimpoint.org](http://www.pilgrimpoint.org)).
3. Read the Pilgrim Point Camp Use Agreement, the camp participant's Registration Form, and the Pilgrim Point Camp Policies and Procedures that are available on the Conference's above website.
4. Fill out the reservation form completely, indicating all the sleeping facilities you are requesting and estimate the number of participants for food service.
5. Send in your Reservation Form for your Pilgrim Point camp or retreat and a deposit of \$250 or 25% of your estimated total balance (whichever is greater) to finalize your reservation.
6. The Conference will send confirmation of your reserved dates and lodging locations within about 3 weeks after receiving your Reservation Form and deposit. The Conference will also send you the Pilgrim Point Camp Use Agreement, a Registration Form for camp participants, and the Pilgrim Point Camp Policies & Procedures, the terms of which will govern your use of Pilgrim Point Camp. The Use Agreement must be signed and returned to the Conference no later than 45 days after it is sent to you, and no less than 30 days prior to your camping dates. The Conference may cancel your reservation if the Conference does not receive your signed Use Agreement and Certificate of Insurance within that time.
7. Then you will need to promote, plan, and pray for great things to happen!
8. Two weeks prior to arrival, contact Zac ([Zacn@uccmn.org](mailto:Zacn@uccmn.org)) with your exact numbers for food service and include any special dietary concerns.

**Refund Policies:** Groups canceling a reservation after a deposit has been made will be charged a \$50.00 cancellation fee, which will be deducted from the deposit. Cancellations made less than 60 days before will not receive a refund of deposit.

**Final Payment:** Payment of the balance due for your camp or retreat **must be made within two weeks after your visit**. The cost of any damage to Pilgrim Point property will be payable before leaving the camp or may be billed to you for immediate payment.

**Questions:** Please contact Zac by emailing [Zacn@uccmn.org](mailto:Zacn@uccmn.org) or phone (612) 871-0359