



2010 Contract & Reservation Form

Today's Date: ___ / ___ / ___

Name of Group/Organization: _____

Name of Contact Person: _____

Billing/Mailing Address: _____

City _____ State _____ Zip _____

Work Ph (____) _____ Home Ph (____) _____ Cell Ph(____) _____

Email: _____ Fax # (____) _____

Deposit Included? Yes / No Amount of Deposit: _____ Check No.: _____

Arrival Date: _____ / _____ / _____ Departure Date: _____ / _____ / _____

Arrival Time: _____ am/pm Departure Time: _____ am/pm

of Day-Use Visitors: _____ # of Overnight Guests: _____

Meal Request – include date(s) & number of people:

Breakfast: _____ / _____ / _____ Count - _____ / _____ / _____ Count - _____

Lunch: _____ / _____ / _____ Count - _____ / _____ / _____ Count - _____

Dinner: _____ / _____ / _____ Count - _____ / _____ / _____ Count - _____

Would you want the option of serving alcohol? Call for more details. Yes / No

Accommodations/ meeting spaces must be handicap accessible? Yes / No

Meeting Space Requested: _____

Overnight Accommodations Requested: _____

Event Support / Facilities Request – circle:

T.V. VCR/DVD Dry erase board Overhead Projector Screen Easel

Fire Ring(s) Hiking Trails Volleyball Frisbee Golf

When would you need these supplies and where? _____



**Pilgrim
Heights**
Camp Retreat Center
Policies & Terms of Contract

Policies :

The contact person (of the signed contract) is required to check in at Cedar Lodge, prior to event set up or check-in at any PHRC lodge or cabin.

PHRC reserves the right to refuse service to any one, for any reason.

Visitors/guests are only permitted to extinguish tobacco products in the appropriate receptacles. Alcohol is permitted under specific conditions and with prior approval from the Director.

An adult must accompany minors under the age of 18 at all times, throughout the grounds.

Visitors/guests may swim in the lake with a reservation, and **only** when a lifeguard is on duty.

All visitors/guests who use watercrafts (of any kind) are required to wear personal flotation devices.

All fishing on Sportsman's Lake is catch-and-release.

Contract Terms :

PHRC requires a *signed* copy of this Contract & Reservation Form along with a deposit of 50% of the total estimated cost of the reservation, in order to confirm a reservation.

Reservations require a confirmation of visitors/guests two (2) weeks prior to the event date(s). In some cases, minimum number of visitors/guests may apply.

Cancellation of a reservation less than two (2) weeks prior to the date of event(s) will result in the loss of the total amount of the deposit.

Acceptance of Policies & Terms of Contract

By signing this form, I acknowledge that I have read this document, and that I understand and agree to the terms and policies set forth within this contract. As a representative of my group, I accept responsibility for liability, for accident or injury, to any and all members of my group; and will see to it that these policies are adhered to by the members of my group.

I consent and authorize Pilgrim Heights to use photographic images of myself and the other members of my group, for official Camp and Retreat Center use, without compensation.

Signed: _____ Date: ____ / ____ / ____

Please make a copy of this document for your records.

Confirmation of your reservation will be sent to you, by mail, upon receipt of this document & a deposit.