



## Contract & Reservation Form

Today's Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Estimate # \_\_\_\_\_

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? \_\_\_\_\_



## 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 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.*