

For Office Use Only

Recv. App. Date _____ Date of Use _____ Check In: Y N Init. _____ Welcome Packet _____
Recv. Dep. Date _____ Exclusive Use: Y N Check Out: Y N Init. _____ Evaluation Forms _____
Billed: Y N Date _____ Init. _____ Kitchen Rental: Y N Radio # _____ Key # _____ Returned Y N Init. _____
Signature _____

Camp Blue Ridge Application (Effective January 01, 2009)

Sponsoring Church/Organization: _____

Address: _____ Phone: _____ Fax: _____

_____ Group Type: _____
City State Zip

Group Contact Person: _____ Title: _____

Address: _____ Hm. Phone: _____ Wk. Phone _____

_____ Fax # _____ Email: _____
City State Zip

Alternate Contact Person: _____ Title: _____

Address: _____ Hm. Phone: _____ Wk. Phone _____

_____ Fax # _____ Email: _____
City State Zip

CHOICE OF DATES:

	Arrival Date	Departure Date
1 st	_____	_____
2 nd	_____	_____
3 rd	_____	_____

****If you are not renting the camp exclusively, you may have to share the grounds with another group. Largest group, with confirmed numbers, will have first choice of meeting place.**

*Do you wish to have **exclusive** use of CBR? Yes ___ No ___ (*See Exclusive Use Clause on Back)

Guaranteed Minimum _____ Approximate time of arrival _____ Departure Time _____

Approx. Total # of Guests: _____ Families: _____ Singles: _____ Children 5 & Under: _____

Housing # of Cabins: _____ # of Hotels _____ # of Tent Sites: _____ # of RV Sites: _____

Arrangements For Your Meeting Needs

(Please check Meeting Needs that your group may have. Add time and place where needed.)

Town Hall: Yes ___ No ___ **Wood Lodge:** Yes ___ No ___

Sound System: Yes ___ No ___ Time: _____ Where _____

Chairs: Yes ___ No ___ Where _____ How Many _____

Tables: Yes ___ No ___ Where: _____ How Many _____

Video Projector: Yes ___ No ___ Where: _____ TV/VCR Yes ___ No ___ Where: _____

Meeting Tent Rental:

<u>Tent</u>	<u>Rental Fee</u>
61 X 61	\$1300
61 X 85	\$1900
61 X 109	\$2550

**If setup off-campus, additional setup fees will apply.

Food Service

Where: Main Kitchen____ Cabins____ Town Hall____

If CBR Staff to Cook: Meat #____ Vegetarian #____ Vegan #____ Other#(Specify)____

(Check meals desired Please indicate which meal plan you want for each meal)

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Times
Breakfast								8:00 – 8:45
Lunch								12:30 – 1:15
Supper								5:30 – 6:15

Food Allergies: _____

Other Special Dietary Needs: _____

***10 days prior to retreat date, a meal count needs to be submitted. (Must meet minimum # for meal to be served)**

***Groups will be billed at a minimum of the confirmed number of guests.**

Activities

(Please check the activities that your group would like to do. Add time and place where applicable.)

***Go-Karts:** (\$5.00/person/ride) Yes___ No___ Time:_____ **Canoes:** (no charge) Yes___ No___ Time:_____

Campfire: (no charge) Yes___ No___ Time:_____ **Where:** Eagle Bowl ___ Ridge ___ Town Hall ___

Basketball: (no charge) Yes___ No___ ***Swimming:** (no charge) Yes___ No___ Time:_____

***Sumo Wrestling:** (\$150.00) Yes___ No___ ***Camp Store:** Yes___ No___ Time:_____

Volleyball: Yes___ No___ **Horseshoes:** Yes___ No___ **Basketball:** Yes___ No___ **Soccer:** Yes___ No___

Softball: Yes___ No___

***Swimming, Go-Karts, Camp Store and Sumo Wrestling are not available Friday Sundown thru Saturday Sundown.**

(In order to swim, the group must make documented arrangements with Camp Blue Ridge prior to any use of the swimming beach or swimming dock area.)

Guaranteed Minimum: Should our group fail to meet the **guaranteed minimum** number as indicated on the front of this page, or in the event of a cancellation within 60 days of the confirmed date, I realize that our group will be financially responsible for the **guaranteed minimum** number of persons specified.

***Exclusive Use:** When granted the privilege of exclusive use of Camp Blue Ridge, the renting group will have sole access to the camp. However, CBR reserves the right to make adjustments to this policy, when necessary. Exclusive groups must pay for a minimum of 150 persons per night and an additional \$500 charge will apply to all exclusive rentals. These rates apply to the entire stay of the group.

Insurance: It is your responsibility to cover your group with liability insurance

Guarantee/Finances: Groups desiring to use the facilities at Camp Blue Ridge must arrange ahead by making application. A **deposit of \$500** must accompany the application. If you have requested CBR food service an additional **deposit of \$300** will be required with the application. **Your requested dates for the use of Camp Blue Ridge will not be confirmed until we have received both your application and your deposit.**

The lodging deposit is non-refundable unless the reservation is cancelled more than 90 days prior to usage. Food service cancellations must be made at least 14 days prior to usage. Any food service cancellations made less than 14 days before the event will result in forfeiture of the food service deposit. **Cancellations MUST be in Writing**. Your deposit will be used toward your current charges and the balance is due upon receipt of the invoice. We ask that your group representative check out with the on-duty staff before leaving the grounds and discuss the charges incurred.

We the undersigned have filled out the above application to the best of our knowledge. We have read the Camp Blue Ridge User Guidelines enclosed with this application and the regulations concerning finances. We agree to these conditions and request use of Camp Blue Ridge

Tax Exempt Status We are required to charge sales tax, **unless you provide** us with a certificate of exemption, so please send us a copy of your exemption when you mail your application.

Signed: _____ Date: _____
Group Leader

Please return with deposit to: Camp Blue Ridge
529 Old Mill Rd.
Montebello, VA 24464

IMPORTANT! YOU HAVE 14 DAYS TO GET THIS APPLICATION BACK WITH THE REQUIRED DEPOSIT AND TAX INFORMATION. AFTER THAT TIME, THE DATE YOU REQUESTED WILL BE OPENED UP TO OTHER GROUPS, WHICH MAY BE WAITING. DO NOT ASSUME THAT YOU ARE CONFIRMED UNTIL YOU HAVE RECEIVED A LETTER FROM US STATING THAT.