

Final Information Form

Men-O-Lan Christian Camp and Retreat Center

To ensure accuracy and a wonderful retreat, we ask that you fill out this form no later than ONE MONTH prior to your retreat AND return to Sheila Ruth, Guest Services Director at 215.679.5144 x 21 (office) 215.679.0226 (fax) sruth.menolan@gmail.com (email)

Group Name:

Address:

Contact Name:

Cell Phone:

Email:

ESTIMATED TOTAL OF PERSONS		Adults	Youth
# of People			
GENERAL SCHEDULE		Date	Time am/pm
Arrival: - Check in at main office required - \$75 fee for late arrival			
Departure			
FACILITY USAGE: please check appropriate facility AND mark TV/VCR, overhead, screen, sound system, sports equip, tables if applicable **IF YOU HAVE REQUESTED GYMNASIUM TIME, PLEASE CIRCLE TIME HERE Saturday: 12:45 – 2:45 3:00 – 5:00 6:00 – 8:00			
Landis Hall **	Wilhelmina	Chapel in the Woods	
Landis Chapel (Auditorium)	Missionary Cottage	Picnic Area(s)	
Dining Hall	Nurses' Cabin	Craft Pavilion	
Firesite(s) Lake or Landis Hall	Boys Cabins #	Girls Cabins #	
SEASONAL USAGE		Preferred date	Preferred times
Canoes & Paddleboats			
Waterslide	Sat. OR Sun.		
Pool	Sat. OR Sun.	1:00 – 4:00 ONLY	
MEALS Y/N	Breakfast day/#	Lunch day/#	Dinner day/#
e.g. Sat/Sun 85			

*****PLEASE SEE REVERSE SIDE*****

CHALLENGE COURSE Y/N	OUTDOOR EDUCATION Y/N
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ALL arrangements must be confirmed with Harry Bauder, Adventure Specialist 215.679.5144 x 61 (office) hbauder.menolan@gmail.com (email)	ALL arrangements must be confirmed with Sheila Ruth, Guest Services Director 215.679.5144 x 21 (office) sruth.menolan@gmail.com (email)
Have you confirmed your arrangements? Y N	Have you confirmed your arrangements? Y N

SPECIAL INSTRUCTIONS (You may also use this space for drawing table and/or chair set-up for your meeting room – please make sure you identify next to your drawing the designated meeting room)

PRAYER REQUESTS FOR OUR RETREAT:

The information above is accurate to the best of my knowledge. To ensure Men-O-Lan Christian Camp and Retreat Center’s desire to serve each group with the utmost of biblical hospitality and service, and to respect the rights of additional groups, I agree to abide by the information provided above and to notify Men-O-Lan Christian Camp and Retreat Center immediately should such information change. I understand Men-O-Lan Christian Camp and Retreat Center will do all that is necessary to make any adjustments with me regarding final rental information and total numbers. I understand that I am responsible for ***checking into the main office prior to my group’s arrival with no exceptions***, and that final payment arrangements will be made at this time.

I have read, understood and agree to comply with the Men-O-Lan Christian Camp and Retreat Center’s Cancellation Policy listed in the original contract provided by Men-O-Lan Christian Camp and Retreat Center.

Name _____ Date _____