

# Camp Men-O-Lan Reservation Process

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- Review Information Package and Facilities Brochure
  - Determine the following about your group:
    - Facilities of Interest
    - Group size and age range
    - Purpose of Reservation – i.e. Retreat, Youth Weekend, Meeting, School Outing, Day Use...
    - Possible dates for event
    - Estimated time of arrival and departure
- Call Monica Bauman at 215-679-5144 ext. 42 and we will...
  - Discuss information above
  - Check availability
  - *Pencil* your event in calendar (*this does not reserve your date*)
- A Contract will be written up and sent out to event coordinator
  - Contract is due within 14 days of when it was sent out
  - Once a *signed contract* is received your place will be reserved on the calendar
- Deposit of approximately 25% of total charges (as shown on contract) will be due six (6) months prior to arrival or upon reservation if within six (6) months.
  - NOTE: Your deposit holds your reservation
- The following will be sent by Camp Men-O-Lan approximately one and a half (1 ½) months before your event and is due **no later than a month** prior to arrival!
  - A Certificate of Liability from your organization
    - Call your insurance company and request a copy be faxed to us at 215-679-0226
    - It is your responsibility to follow up with the document
  - Food Release
    - Only necessary if your group has rented Landis Hall and are planning to cook your own meals
  - Final Information Form (FIF)
    - Please ensure that ALL information on this document is correct including meal count, facilities, estimated time of arrival/departure, contact cell phone number, etc.
- Guest Services will give your group leader a call the week of or before your arrival and address any additional comments, questions, and concerns. He/She will also give you information regarding who is on call for the week/weekend as well as your check in procedure.
- *Final Payment is due two weeks prior to arrival!*
- Upon Arrival
  - On-call staff will meet your group or meet with your group after you have settled in.
  - **NOTE:** If your time of arrival is during office hours, the event leader must sign in at the camp office *before any persons from the group will be permitted into facilities.*
- Evaluation Form
  - Will be sent via e-mail approximately one week following event
  - Please fill out and send back via fax or e-mail. Your suggestions will help us to continue our high standards of hospitality.

