

# GROUP BOOKING ITEMS & INFORMATION PACKAGE



## Thank you for booking a retreat at Fair Havens!

Below is a list of the information and items we need to have from you before your retreat. We will check in and update this information at different points throughout the process, as outlined in the Group Booking Rental Agreement.

This document describes the information we need, and is a companion to the Group Booking Rental Agreement.

Please use this information to plan your registration deadlines and decide what information you collect from your participants.

Any retreats booked within these deadlines will have a "catch up" call with the Group Bookings Coordinator.

## Group Booking Rental Agreement

Rental Agreement signed and returned to the Group Bookings Coordinator when your reservation is confirmed by payment of the booking deposit.

## Payments

Please follow the payment schedule outlined in the Group Bookings Rental Agreement.

## Meeting Rooms

- 6 months
  - Meeting rooms should be confirmed and booked.
- 1 month
  - The number of tables and chairs you would like in your meeting rooms
  - A description of how you would like them set up.
  - A list of complimentary items that you need in your space
    - Kitchen implements (kettle, coffee maker, microwave, mini fridge)
    - Meeting equipment (white board, flip charts)
  - Confirmed rental of items you require in your meeting space.
    - Sound system
    - Projector
    - Key board
    - Drum

## Retreat/Group Attendance

- 6 months
  - Estimated numbers
- 3 months
  - Revised numbers
- 1 month
  - Final Numbers. These numbers should be separated into:
    - Number of people staying overnight (indicate if some attendees will stay a different number of nights)
    - Number of day guests

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## Meal Numbers

- 3 months
  - The meals your attendees will eat should be selected. A minimum of 2 meals/1 night stay is required.  
Available meals include:
    - Breakfast - 8:30 am
    - Lunch - 12:30 pm
    - Dinner - 5:30 pm
    - Brunch can be arranged in some circumstances - served at 10:30 am
- 1 month
  - Total number of people for each meal. Include:
    - Adults (13+),
    - Children (5-12 years), and
    - Infants (0-4 yrs).
  - Allergies
    - Food allergies
  - Dietary Restrictions
    - Gluten free
    - Dairy free
    - Vegetarian
    - Vegan

## Room Allocations

- 6 months
  - Accommodations booked
- 3 months
  - Revised accommodations
- 1 month
  - List of guests in each room.
    - Adults (13+),
    - Children (5-12 yrs), and
    - Infants (0-4 yrs).

Our website has forms that you can use to plan your accommodations. Please click on the name of the accommodation to go to the form to download or print it. Make sure you only use the rooms you have booked on your reservation.

- [Riverside East](#)
- [Riverside West](#)
- [Bill Crump Rooms](#)
- [Bill Crump Suite](#)
- [Oaklands Motel](#)
- [Chalet Rooms](#)
- [Chalet Suite](#)
- [Jubilee](#)
- [Livingstone Lodge](#)
- [Centennial Lodge](#)

- [Trent Lodge](#)
- [Talbot Lodge](#)
- [Skunks/Gophers](#)
- [Woodchucks/Racoons](#)
- [Summer Cabins](#)

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## Guest Information

- 1 month
  - a list of names and addresses for each guest.
  - an email address for each guest, if available

## Schedule of Events

- 1 month
  - Please provide a general outline of your planned timings and activities during your stay. Include:
    - estimated arrival time for leaders
      - Check in time for accommodations is 3:30 PM
    - Meal times as outlined above
    - Times for your planned activities
    - Departure time
      - check out is 9:30 AM.

Meeting rooms can be available before check-in and after check-out.

## Proof of Insurance

- 1 month
  - Copy of church insurance for offsite events,
- Upon Arrival
  - If insurance is not available, we will provide a liability waiver when you arrive

## Outdoor Creation Experiences (OCE) Programs

- 3 months
  - Select and confirm staffed programming with Group Bookings Coordinator