



SUSQUE RETREAT CONTRACT

GROUP NAME _____

Address _____

CONTACT PERSON _____

Address _____

TYPE OF GROUP _____

New Group to Susque? Yes No

POSITION _____

Phone # _____

Email _____

REQUESTED DATES _____

ARRIVAL TIME _____ **DEPARTURE TIME** _____

Check in time is 3pm. Early arrival charge: \$25 before 3pm \$50 before 12 pm

ESTIMATED NUMBER OF ATTENDEES: _____ Individuals OR _____ Families

A final number is due one week prior to your retreat.

PROGRAM NEEDS:

Chapel/Devotional

PA System

Video Projector/Screen

Sports Equipment

DVD Player

Fireplace end

Stage end

***Please contact us with any other program needs!**

SUSQUE-PROVIDED MEAL SERVICE (please choose one option)

Combo Package

(price includes 5 meals & 2 snacks **per person** and ensures a **10% discount on lodging!**)

Adults - \$55

Children (5-12 years) \$33.50

Children (under 5) Free

Meals A La Carte (price per person)

	Adult	Child (5-12 years)
Brunch	\$14.50	\$7.75
Breakfast	\$ 8.75	\$5.50
Lunch	\$10.50	\$6.75
Dinner	\$12.00	\$8.50
Snack	\$ 2.50	\$2.50

OTHER NEEDS *(Please indicate any dietary needs or special setups. If you do not inform Susque of any dietary issues we are not obligated to provide the necessary food items)*

\$48 Special Set Up Fee (please contact the Retreat Coordinator if this may apply to you!)

FACILITIES REQUESTED:

***10% discount on lodging when a group purchases a combo package!**

***Ask about mid-week discounts for Monday-Thursday rentals!**

Lodging	Night / Weekend	Sleeps	Notes
<input type="checkbox"/> Susque Lodge	\$850 / \$1600	30+	Bunk/double bed combos.
<input type="checkbox"/> Laurel Lodge	\$750 / \$1400	32+	Bunk/double bed combos.
<input type="checkbox"/> Cottage	\$210 / \$375	5+	Susque-provided meal services not available.
<input type="checkbox"/> Craft Shop	\$250 / \$400	8+	Overflow lodging only.
<input type="checkbox"/> Nature Den	\$250 / \$400	8+	Overflow lodging only.
<input type="checkbox"/> Cabins (5)	\$60 / \$100	8+	No electricity.
<input type="checkbox"/> Winterized (2) How many? _____ <input type="checkbox"/> Non-winterized (3) How many? _____			
<input type="checkbox"/> Platform Tents (10) How many? _____	\$60 / \$100	8+	No electricity. Limited availability.
<input type="checkbox"/> RV	\$42 / \$80		No Dumping. 20 or 30 amp service.
<input type="checkbox"/> Personal tent	\$22 / \$40		No electricity.

Other Facilities	Night/Weekend	Notes
<input type="checkbox"/> Hemlock Hall	\$200 / \$375	Rental includes audio-visual equipment.
<input type="checkbox"/> Hemlock Hall Kitchen	\$100 / \$200	Rental includes dishes, dishwasher and coffee use. Included in purchase of combo package.
<input type="checkbox"/> Pavilion	\$150 / \$250	Included in Hemlock Hall and Lodge rental.
<input type="checkbox"/> Picnic Tables <input type="checkbox"/> Benches		
<input type="checkbox"/> Recreation Room	Included in Hemlock Hall rental.	
<input type="checkbox"/> Rifle/Archery Range	Included in Laurel Lodge, Susque Lodge, or Hemlock Hall rental. Equipment not included.	
<input type="checkbox"/> Susque Classroom	Included in Susque Lodge rental.	

***Please check the box next to any activities you would like to do (your specific day/times for all activities are a request, and we will contact you to confirm):**

Activities	Cost	Notes
<input type="checkbox"/> Climbing Wall (2 hours)	\$12/person	Day: _____ Time: _____
<input type="checkbox"/> Low Ropes Course (2 hours)	\$11/person	Day: _____ Time: _____
<input type="checkbox"/> Bonfire	\$10	When: _____ Where: _____
<input type="checkbox"/> Nature & Activity Classes	Costs vary	Please request a list of class options.
<input type="checkbox"/> Camp Store		Day: _____ Time: _____

DEPOSIT: \$500

Because we are reserving space for your group, this deposit is non-refundable. The deposit will be deducted from your final payment unless you choose the option of using it to secure the same weekend for the following year. Should you cancel, it is not transferable to another weekend or another group from your same organization.

AMOUNT ENCLOSED: _____

*****Balance of payment is due upon arrival.**

WE UNDERSTAND THAT:

1. We are responsible to follow the **Guidelines for Guest Groups**
2. We take full responsibility to see that all campers attending this retreat are covered by personal medical/hospital insurance, either individually or through the sponsoring group. Our group, itself, must be covered by appropriate liability insurance and have submitted a **Certificate of Liability** with this contract.
3. We are responsible for reimbursement to Camp Susque for any damage to the facility caused by reckless, careless, or negligent conduct on our part.
4. Payment for your stay will be made according to the current rate schedule, unless otherwise arranged previously with Camp Susque.
5. Camp Susque reserves the right to refuse rental privileges to any group or organization whose stated principles, teachings or practices are contradictory to either our statement of faith or doctrine based upon operating principles.
6. We give permission for our group to be included in media productions or Camp promotions.

Please make checks payable to CAMP SUSQUE.

Confirmation will be issued upon receipt of contract and deposit.

Signature of Rental Group Leader _____ **Date** _____



RETURN CONTRACT & DEPOSIT TO:

Camp Susque
Attn: Retreat Coordinator
47 Susque Camp Road
Trout Run, PA 17771
OR email to retreats@susque.org

OFFICE USE ONLY

Set-Up Instructions:

MEALS	TIMES	Friday	Saturday	Sunday	Monday	Tuesday	Wednesday	Thursday
BREAKFAST	8:30							
LUNCH	12:30							
DINNER	5:30							
SNACK	9:00							

Weekend Workers	Lodging	Notes
Host		
Cook		
Staff		

Questions? Email retreats@susque.org

Revised: January 2016