

O l m s t e d C e n t e r

PO Box 291
Cornwall-On-Hudson, NY 12520
(845) 534-7900

RETREAT APPLICATION

PLEASE PRINT OUT AND COMPLETE THIS FORM. IF OUR OFFICE STAFF HAS APPROVED YOUR RETREAT DATES, RETURN THE FORM WITH YOUR DEPOSIT CHECK PAYABLE TO FIVE POINTS MISSION.

PLEASE NOTE: Cancellation of the retreat sixty days or less prior to arrival will result in forfeit of deposit(s) unless another group is booked for that time period. If we are able to schedule another group for that day, one half of the deposits will be returned.

Name of Organization: _____ 501C3# _____ (REQUIRED)

Name and Address of Contact Person (include zip code): _____

Home Phone: _____ Work Phone: _____

Name and Address of person responsible for financial matters: _____

Home Phone: _____ Work Phone: _____

Desired dates for retreat: _____ to _____
Month/Day/Year Time Arriving Month/Day/Year Time Departing

FACILITY: (Please circle desired facility for retreat)

Manor House Kirkwood House Lindsley Dining Hall Cabin(s) Grounds
(Minimum:15; Max:30) (Min.:10; Max: 20) (Min.:12; Max.:69)

If reserving more than one facility, minimum to reserve is higher. Please call for details.

Number of people for whom you are reserving: _____

If reserving cabins, would you like meals provided? _____
(Meals are always provided for retreat house guests).

If we are providing meals: First meal(CIRCLE ONE): Breakfast/Lunch/Supper on _____
8:00am/ 12:30pm/ 6:00pm Date

Last meal(CIRCLE ONE): Breakfast/Lunch/Supper on _____
8:00am/12:30pm/ 6:00pm Date

Use of Swimming Pool? (Memorial Day thru Labor Day, only. Additional fee) CIRCLE ONE: YES NO

Deposit received: \$ _____ Check #: _____ Voucher #: _____

Reservation confirmed: _____ By: _____
Date Office Staff

This is a contract between _____

and The Retreat House at Camp Olmsted (Five Points Mission) made on _____
Date

WE AGREE TO:

- Reserve the Cabin(s) for your group, upon receipt of your initial deposit, before the two week deadline and receipt of your second deposit, before the two month prior to retreat deadline.
- Refund ½ of the initial deposit, if the reserving group cancels the retreat prior to 2 months before the reserved date.
- Refund ½ of the entire deposit if we are able to re-book another group and you have cancelled after the two-month before retreat deadline.
- IF REQUESTED IN ADVANCE, provide meals at scheduled times and snacks with unlimited beverage throughout the day, unless other arrangements have been made with the Retreat Center Administrator. Breakfast 8:00am, Lunch 12:30pm, Supper 6:00pm. There is an additional fee of \$33/person for three meals and a snack. **Groups arriving more than a half hour late for any meals may be subject to an additional fee.** Special diet restrictions will be accommodated, if we are notified 3 - 4 weeks in advance.
- With prior notification, provide transportation to and from Beacon train station - \$10/person; Short Line bus stop in Vails Gate - \$5/person; Newburgh Bus/Stewart Airport - \$8/person + parking fee, if any.
- No Linens are provided in the cabins.
- Provide a public telephone for guests' incoming and outgoing calls. The number for the phone is (845) 534-8875 and it is located in the basement of the Dining Hall. The Retreat House office phone number is (845) 534-7900.
- Provide recreation facilities: Basketball court, tennis court, play fields, hiking trails.
- Provide a first aid kit for guest use. No first aid treatment will be provided by our staff. We provide insurance coverage. Guests should provide their own insurance information first when treatment requires a trip to the hospital or doctor.
- Provide, for a \$5 fee, A/V equipment, such as lectern, TV, VCR, & overhead projector with screen. Provide, for a \$2 fee, easel pad/stand. A copier is available for small quantities at 5 cents/copy.

DO YOU REQUIRE A/V EQUIPMENT? PLEASE CIRCLE ALL THAT ARE NEEDED.

TELEVISION

VCR

LECTERN

EASEL PAD/STAND

OVERHEAD PROJECTOR W/SCREEN



YOU AGREE TO:

- Pay deposits on time, as scheduled.
- Notify us immediately, if your group has decided to cancel your booking. (914) 534-7900
- If we are providing food, devise a schedule adhering to meal times stated above.
- If we are providing food, give **two weeks** notice to the administrator of the retreat center, of any **special dietary needs** of your group. This includes low salt, low fat, no red meat, vegetarian, etc. If it becomes necessary to prepare two completely separate meals, there may be an additional charge, though this is seldom the case. Last minute requests cannot be accommodated, so **please** check with your participants.
- Take responsibility for the behavior of the guest group and provide adequate supervision.
- Notify the administrator, as soon as possible, of any injuries to guests, occurring during their stay.
- Take responsibility for transportation of guest(s) to hospital, if needed.
- Provide recreation equipment that may be needed for your group, such as basketballs, playground balls, softballs, bases, bats, tennis balls, racquets, etc.
- Supervise activities of the group and provide the programming for the length of your stay.
- **CLEAN CABINS AND DINING HALL BEFORE DEPARTURE.** This includes sweeping and mopping floors in kitchen, dining hall and cabins; cleaning sinks and showers in cabins; making sure all toilets are flushed. All items should be removed from the refrigerator(s). No food should be left behind. If you are not taking it with you, please dispose of it in the garbage cans. Garbage should be taken to the dumpster behind the dining hall when bag is full.
- Pay for any damage to physical property caused by a participant from your group.
- Pay the balance due, on the retreat for your group, upon arrival.

Signature of Group Representative

Date

Retreat House Administrator

Date

Please sign and return with your application and deposit, payable to **Five Points Mission**. Thank you.
