

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

CONTRACT

This is a contract between _____

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

WE AGREE TO:

- Reserve the Retreat House 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. Upon arrival your account should be at a 50% balance. This amount is due upon arrival.
- 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.
- Provide meals at scheduled times and snacks with unlimited beverage throughout the day, unless other arrangements have been made with the Retreat House Administrator. Breakfast 8:00am, Lunch 12:30pm, Supper 6:00pm. Meals are always provided for Retreat House guests. \$33 of the cost is for three meals and a snack. Special diets 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; Stewart Airport - \$8/person + parking fee, if any.
- Provide handicap accessibility to the first floor, which includes the dining room, meeting rooms and bedrooms. Accessible bathroom is located across from meeting room and next to bedroom.
- Provide linens for guests (sheets, blanket, towel, washcloth and soap) in Retreat Houses only. No linens are provided in the Cabin area.
- Provide, upon request, A/V equipment, such as lectern with microphone, TV, VCR, overhead projector with screen and easel. Our administrative staff can copies in small quantities at .05 cent per copy.
- Provide break-out rooms, such as TV lounge, recreation room, lounge, the library and the upper room.
- Provide a public telephone for guests' incoming and outgoing calls. The Manor House public phone number is (845) 534-2281. The Lindsley Dining Hall public phone number is (845)534-8875. The Kirkwood House does not have a public phone number. The Kirkwood House number is (845) 534-3994 or (845) 534-3976 for incoming calls ONLY. FOR OUTGOING CALLS IN THE KIRKWOOD HOUSE YOU MUST HAVE A CALLING CARD OR PRE-PAID CALLING CARD. Emergency calls only may be made to the Retreat House phone. The number is (845) 534-7900.
- Provide a first aid kit for guest use located in each facility's kitchen. 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 recreation facilities: Ping-Pong table, basketball court, tennis court, playing fields, hiking trails.

YOU AGREE TO:

- Pay deposits on time, as scheduled.
- Notify us immediately, if your group has decided to cancel your booking.
- Reserve The Kirkwood House for **adult groups only**. We welcome retreat groups including children to use our cabin facilities, and The Manor House. Please note Manor House Guest with children would require a refundable deposit. If you have children in your group, please call to make arrangements to reserve our cabins/dining hall or The Manor House.
- No alcohol, drugs, or firearms are permitted on Olmsted's premises.
- No smoking is permitted in any buildings. Smokers have designated areas outside of the buildings.
- Devise a schedule adhering to meal times stated above, and allowing time at the beginning for a retreat center staff person to welcome and address the group.
- Give **3-4 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.
- In our Retreat Houses remove linens from beds and put them, along with towels and washcloths, into pillowcases the morning of departure.
- 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.