



# **Retreat** **Application Form**

Contact Person's Name: \_\_\_\_\_

Contact Person's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_ Home Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name of Group or Organization: \_\_\_\_\_

Nature of Meeting or Retreat: \_\_\_\_\_

Total Number of Reservations for the Group: \_\_\_\_\_ Approximate Ages: \_\_\_\_\_

Number of Males: \_\_\_\_\_ Number of Females: \_\_\_\_\_

**Please provide a list of attendees with gender and age specified.**

**Type of Accommodations Requested** (Please circle one):

\_\_\_\_\_ Lodge\*    \_\_\_\_\_ Cedar Crest Hotel\*\*    \_\_\_\_\_ Voight\*\*    \_\_\_\_\_ Hoover Learning Center\*\*

**Meals Prepared by Eagle Eyrie (Circle One):**                      YES                      NO

If yes, meals Desired: \_\_\_\_\_

\_\_\_\_\_

**\*Linens Provided by Eagle Eyrie (Circle One):**                      YES                      NO

\*\*Linens are provided in the Hotel, Voight Conference Center and the Hoover Learning Center.

Additional Needs: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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## Other Special Needs

### Items Available Upon Request (ask for prices):

- Swimming Pool \*
- Recreational Equipment
- Audio-visual equipment
- Breaks, Receptions, banquets
- Firewood
- Information About Off-campus Attractions

Any Other Special Requests: \_\_\_\_\_

\*The swimming pool is available by pre-arrangement in the summertime only. Eagle Eyrie provides lifeguards at additional fees depending on the size of the group and hours of use.

## Date Desired

1st Choice: Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

2nd Choice: Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

3rd Choice: Arrival Date: \_\_\_\_\_

Departure Date: \_\_\_\_\_

Estimated Time of Arrival: \_\_\_\_\_ (am/pm)

Departure: \_\_\_\_\_ (am/pm)

## Deposit and Mailing Instructions

<p><b>Deposit Amount Due:</b> \$ _____ (based on verbal instructions)</p> <p><input type="checkbox"/> Check Enclosed (make payable to Eagle Eyrie)</p> <p><input type="checkbox"/> Charge To (Circle One):      VISA / MasterCard / Discover</p> <p>Card #: _____ Expiration Date: _____</p> <p>Name on Card: _____</p> <p>Signature (Required): _____</p>
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Form and payment may be mailed, faxed or emailed. Deposit must be received in order to secure reservations.