

Holiday Lake 4-H Educational Center
1267 4-H Camp Road
Appomattox, VA 24522
Phone (434) 248-5444 Fax (434) 248-6749

DAY USE RESERVATION FORM

Group Name: _____ # attending _____

Address: _____

Contact Person _____ Requested date/dates _____

Phone # _____ Fax # _____ E-mail _____

Arrival: Day _____ Date: _____ Time: _____

Departure: Day _____ Date: _____ Time: _____

Food Service: The Center will provide meals for groups of 20 or more or pay the equivalent to 20. Please circle whether you will be having PER PLATE or BUFFET meals. Charges on fee schedule. Our serving time for meals is 8:00 a.m., 12:00 noon, and 5:30 p.m. If your group needs different time please indicate: Breakfast _____ Lunch _____ Dinner _____

Meals:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
Lunch							
Dinner							
Snack – morning or afternoon							

Vegetarian or Special Diet Request: _____

Other Requested Services: Please check:

Dining Hall	Accommodates up to 250. Charge \$50.00
Conference Room	Accommodates up to 50. Charge \$ 25.00
Bunkhouse kitchen	Accommodates up to 30 for groups preparing own meals. Charge \$25.00/day
Pool	Pool available from Memorial Day until Labor Day. Pool hours are Mon. & Wed. 5:30-8:00, Friday 3:00-8:00, Saturday 11:00-6:00, and Sunday 1:00-6:00 with lifeguard on duty. Charge \$25.00/per guard/per hour for additional pool time.
Pool Pavilion	Located above pool area. Charge \$15.00
Large Pavilion	Located next to dining hall. Charge \$25.00
<ul style="list-style-type: none"> • Canoes • See section IV of User Group Information 	All users must be able to swim, must wear P.E.D., and an adult must accompany anyone under age 18. \$25.00/per guard/per hr. for lifeguard. If you provide own lifeguard, they need to show current lifeguard and CPR for Professional Rescuer Certification.
Recreational Equipment	Softballs, bats, basketball, volleyball.
Campfire Circle	Located on lakeshore in front of dining hall. Wood available.

Audio visual equipment	Please circle: slide projector overhead VCR TV
American Income Life Ins. Co.	Secondary Coverage – accident policy available at a charge of .15/day/per person. Covers up to \$2,000.
Camp Store	Sweatshirts, T-shirts, hats and souvenirs. Requested time to open store: _____ am or pm
Low Ropes Course	Low Ropes – 2 to 4 hour program. Cost \$10.00/per person.
High Ropes or Climbing Tower	High Ropes or Climbing Tower – events last up to 4 hours, participants must be 12 years old, and have a group of at least 8 and no more than 12 for High Ropes, 25 for the Climbing Tower. Cost: Climbing Tower \$15.00/per person. High Ropes \$18.00/per person

Does your group have its own liability insurance? _____ Can the 4-H Center be named as additional insured? _____ If yes, please have insurance carrier mail Holiday Lake 4-H Educational Center a certificate of insurance naming the center as additional named insured.

- A \$25.00 non-refundable deposit is required with day or overnight reservation, \$50.00 for two or three day reservations, \$100.00 for four or more days.
- 5% Virginia Sales Tax will be added to food and lodging cost.
- Please call in your guaranteed meal count one week prior to reservation date.
- I understand that a guarantee for meals must be provided and we will be charged for at least the guarantee count.
- Damage to property or premises of the 4-H Center is the responsibility of your group. Cost of repairs and/or replacement will be included on your financial statement. The group will be held responsible for payment.

Our organization DOES NOT DISCRIMINATE because of race, color, religion, sex, age, veteran status, national origin, disability or political affiliation in its programs and activities.

Name of group or organization _____

Signature: _____

Holiday Lake 4-H Educational Center programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status.

An equal opportunity/affirmative action employer.

If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in the event, please contact the 4-H Center no later than two weeks prior the date assistance is needed between the hours of 8:00 a.m. and 4:30 p.m. Monday through Friday (434) 248-5444.

Office Use

Date Overnight Reservation Form Received: