

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

**OVERNIGHT RESERVATION FORM**

Group Name: \_\_\_\_\_ # attending \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person \_\_\_\_\_ Requested date/dates \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_ E-mail \_\_\_\_\_

Arrival: Day \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Departure: Day \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**Lodging:** All lodging is bunk bed style and you provide own linen. Please check:

Lodging Area:	Number of rooms and beds:	Total:
Large Bunkhouse	2 rooms upstairs 14 each, 2 rooms downstairs 18 each	64
Lake Lodge	2 rooms/12 each room	24
Boy's Bunkhouse	4 rooms/8 each room (can provide 3 beds in hallway)	35
Girl's Cabins	9 cabins – 1 room with 10 beds each	90
Boy's Cabins	6 cabins – 1 room with 10 beds each	60
Health Clinic	Sleeps 6	6

**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. No additional charge for overnight guest.
Conference Room	Accommodates up to 50. No additional charge for overnight guest.
Bunkhouse kitchen	Accommodates up to 30 for groups preparing own meals. Charge \$75.00/day
Pool	Pool available from Memorial Day until Labor Day. Charge \$25.00/per guard/per hour for every 35.
Pool Pavilion	Located above pool area. No additional charge for overnight guest.
Large Pavilion	Located next to dining hall. No additional charge for overnight guest.

<ul style="list-style-type: none"> <li>• Canoes</li> <li>• See section IV of User Group Information</li> </ul>	All users must be able to swim, must wear P.F.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 \$18.00/per person. High Ropes \$20.00/per person
Natural Resource Education Programs	Natural Resource Education Workshops – Contact Tamara Arrington, Natural Resource Education Coordinator, 434 248-5444 or <a href="mailto:tamaraa@vt.edu">tamaraa@vt.edu</a> Cost: \$7.00/per person.

Does your group have its own liability insurance? \_\_\_\_\_ If yes, please have insurance carrier name Holiday Lake 4-H Educational Center, Inc. & Virginia Tech as additional insured and mail a certificate of insurance to Holiday Lake 4-H Educational Center, 1267 4-H Camp Road, Appomattox, VA 24522.

- A \$50.00 non-refundable deposit is required with day or overnight reservation, \$100.00 for two or three day reservations, \$150.00 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: