

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
Day use fee: \$5 per person for up to 8 hours

Your reservation is not complete until a signed User Group Policy form has been returned to the 4-H Center along with your reservation form and advance deposit. This form can be found at www.holidaylake4h.com

Group Name: _____ # attending _____

Address: _____

Contact Person _____ Phone: _____

Fax # _____ E-mail: _____

Date: _____ Day: _____

Arrival Time: _____ Departure 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. Please mark # for each meal. Our serving time for meals is 8:00 a.m., 12:00 noon, and 5:30 p.m. If your group needs different meal 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 (# needed): _____

Other Requested Services: *Please check:*

Dining Hall	Accommodates up to 250.
Conference Room	Accommodates up to 50.
Bunkhouse kitchen	Accommodates up to 30 for groups preparing own meals.
Pod 6 Kitchen	Accommodates up to 15 for groups preparing own meals.
Pool	Pool available from Memorial Day through mid August. Call for availability.
Pool Pavilion	Located above pool area.
Large Pavilion	Located next to dining hall.
Willson Family Shade Pavilion	Located next to pool.
Canoeing	All users must be able to swim, must wear P.F.D., and an adult must accompany anyone under age 18. Lifeguard must be on duty

Recreational Equipment	Softballs, bats, basketball, volleyball.
Campfire Circle	Located on lakeshore in front of dining hall. Wood provided upon request.
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	Contact Levi Callahan, Program Director at 434-248-5444 or by email at levic93@vt.edu for availability and cost.
High Ropes, Climbing Tower or Zip Line	Contact Levi Callahan, Program Director at 434-248-5444 or by email at levic93@vt.edu for availability and cost.
Leather Craft Class	\$5 per person, up to 12 people in a one hour class.
Natural Resource Education Programs	Natural Resource Education Workshops – Contact Carly McIver, Natural Resource Education Coordinator at 434 248-5444 or by email at cmciver@vt.edu for sessions and cost.

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

- A non-refundable, non-transferable deposit is required with the reservation form for all reservations.
\$200 Deposit for Day Use Groups
\$400 Deposit for Overnight Groups
- 5.3% Virginia Sales Tax will be added to food.
- **Please call in your guaranteed meal count ten days prior to reservation date.**
- **I understand that a guarantee for meals must be provided and will be charged for the guarantee count plus additions.**
- Damage to property on 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.

Name of group or organization _____

Signature: _____

Holiday Lake 4-H Educational Center & Virginia Cooperative Extension programs and employment are open to all, regardless of age, color, disability, gender, gender identity, gender expression, national origin, political affiliation, race, religion, sexual orientation, genetic information, veteran status, or any other basis protected by law. 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 or 8:00 a.m. and 4:30 p.m. Monday through Friday (434) 248-5444.

Office Use Updated 11/19

Date Reservation Form Received: