

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 _____ **Please see Fee Schedule for pricing.**

| 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 left box. Please see Fee Schedule for pricing.

| | | |
|--------------------------|-------------------------------|---|
| <input type="checkbox"/> | Dining Hall | Accommodates up to 250. |
| <input type="checkbox"/> | Conference Room | Accommodates up to 50. |
| <input type="checkbox"/> | Bunkhouse kitchen | Accommodates up to 30 for groups preparing own meals. |
| <input type="checkbox"/> | Pod 6 Kitchen | Accommodates up to 15 for groups preparing own meals. |
| <input type="checkbox"/> | Pool | Pool available from Memorial Day through mid August. Call for availability. |
| <input type="checkbox"/> | Pool Pavilion | Located above pool area. |
| <input type="checkbox"/> | Large Pavilion | Located next to dining hall. |
| <input type="checkbox"/> | Willson Family Shade Pavilion | Located next to pool. |
| <input type="checkbox"/> | 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. |
| <input type="checkbox"/> | Recreational Equipment | Softballs, bats, basketball, volleyball, and horseshoes. |

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|--|---|
| 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. |
| Low Ropes Course | Contact us at 434-248-5444 or by email at info@holidaylake4h.com for availability and cost. |
| High Ropes, Climbing Tower or Zip Line | Contact us at 434-248-5444 or by email at info@holidaylake4h.com for availability and cost. |
| Leather Craft Class | Call for availability. |
| Natural Resource Education Programs | Natural Resource Education Workshops – Contact Jack Wagstaff, Natural Resource Education Coordinator at 434-248-5444 or by email at jwagstaff@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, military 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 of 8:00 a.m. and 4:30 p.m. Monday through Friday (434) 248-5444.

Office Use

Date Reservation Form Received:

Updated 6/2022