

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

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

Group Name: _____ # attending _____

Address: _____

Contact Person _____ Phone: _____

Fax # _____ E-mail _____

Arrival: Date: _____ Day: _____ Time: _____

Departure: Date: _____ Day: _____ Time: _____

Lodging: All lodging is bunk bed style and you provide your own linens. Please check which lodges you request:

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, bathrooms in building	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	3 bedrooms with 2 beds each, private bathrooms	6
PODS	5 Mini-cabins/2 single bed bedrooms/full bath/living room	10

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**. Please mark # for each meal. Our serving times are 8:00 a.m., 12:00 noon, and 5:30 p.m. If your group needs a 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.

Dining Hall	Accommodates up to 250. No additional charge for dining guests
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.
	Canoes	All users must be able to swim, must wear P.F.D., and an adult must accompany anyone under age 18. Lifeguard must also be present.
	Recreational Equipment	Softballs, bats, basketball, volleyball, and horseshoes.
	Campfire Circle	Located on lakeshore in front of dining hall. Wood available.
	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 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 insurance carrier name Holiday Lake 4-H Educational Center, Inc. & Virginia Tech & Commonwealth of Virginia as additional insured. Mail 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 and lodging cost.
- **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 Overnight Reservation Form Received:
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