

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

	Lodging Area:	Number of rooms and beds:	Total:	Cost:
	Large Bunkhouse	2 rooms upstairs 14 each, 2 rooms downstairs 18 each	64	\$21.00/per person
	Lake Lodge	2 rooms/12 each room, bathrooms in building	24	\$21.00/per person
	Boy's Bunkhouse	4 rooms/8 each room (can provide 3 beds in hallway)	35	\$21.00/per person
	Girl's Cabins	9 cabins – 1 room with 10 beds each	90	\$21.00/per person
	Boy's Cabins	6 cabins – 1 room with 10 beds each	60	\$21.00/per person
	Health Clinic	3 bed rooms with 2 beds each, private bathrooms	6	\$26.00/per person
	PODS	5 Mini-cabins/2 single bed bedrooms/full bath/living room	10	\$26.00/per person

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 (\$8.00/B, \$9.00/L, \$13.00/D)** or **BUFFET (\$9.00/B, \$10.00/L, \$14.00/D)**. 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 _____

Meals:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
Lunch							
Dinner							
Snack – morning or afternoon \$3.00/per person							

Vegetarian or Special Diet Request (# needed): _____

Other Requested Services: Please check:

	Dining Hall	Accommodates up to 250. No additional charge for overnight guests.
	Conference Room	Accommodates up to 50. No additional charge for overnight guests.
	Bunkhouse kitchen	Accommodates up to 30 for groups preparing own meals. Charge \$85.00/day
	Pod 6 Kitchen	Accommodates up to 15 for groups preparing own meals. Charge \$85.00/day

	Pool	Pool available from Memorial Day through mid August. Call for availability. Charge of \$35.00/per guard/per hour for every 60.
	Pool Pavilion	Located above pool area. No additional charge for overnight guests.
	Large Pavilion	Located next to dining hall. No additional charge for overnight guests.
	Willson Family Shade Pavilion	Located next to pool. No additional charge for overnight guests.
	Canoes	All users must be able to swim, must wear P.F.D., and an adult must accompany anyone under age 18. Cost: \$35.00/per guard/per hr. for lifeguard or \$4 per person for 1-hour canoe program.
	Recreational Equipment	Softballs, bats, basketball, volleyball.
	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 Heather Benninghove, Program Director, heathern@vt.edu for availability and cost.
	High Ropes, Climbing Tower or Zip Line	Contact Heather Benninghove, Program Director, heathern@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 Levi Callahan, Natural Resource Education Coordinator, levic93@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, 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 of 8:00 a.m. and 4:30 p.m. Monday through Friday (434) 248-5444.

Office Use: Updated 5/18

Date Overnight Reservation Form Received: