

Application Pine Lake Retreat Center

Name of Group/Organization:			Program Type:			
Denomination: (please circle) SDA (Conf. _____) Baptist / Catholic / Church of God / Methodist / Presbyterian / Other						
Name of Contact Person:		Title:		Email Address:		
Billing Address:			City:	State:	Zip:	
Phone	Work ()	Home()	Fax ()	Cell ()		
Group Size:	Group Type: (Check all that apply) <input type="checkbox"/> Youth <input type="checkbox"/> Families <input type="checkbox"/> Couples <input type="checkbox"/> Men <input type="checkbox"/> Ladies <input type="checkbox"/> Singles					
Dates:	1 st Choice:	to	2 nd Choice:	to	3 rd Choice:	to
Arrival Time:		Departure Time:		*Please note check-in time is 3:00pm & check out time is 11:00am		
Do you plan for us to provide food service* in our cafeteria? <input type="checkbox"/> Yes <input type="checkbox"/> No						
*Please note a minimum of 25 people per meal is required						

Please check the meals you want us to prepare, and also what nights you will need lodging

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Breakfast							
Lunch							
Supper							
Lodging							

Lodging Requested

(Those marked with an * are wheelchair accessible)

<input type="checkbox"/> Family Chalet (14 units available) Please indicate how many you need: # _____	2 bedroom/2 bath with kitchen & living room	-Accommodates 4/6
<input type="checkbox"/> Chalet #10*	1 bedroom/1 bath with kitchen & living room	-Accommodates 2/4
<input type="checkbox"/> Lodge A	3 bedroom/2 bath with kitchen, dining & living room	-Accommodates up to 18
<input type="checkbox"/> Lodge B	2 bedroom/1 bath with kitchen	-Accommodates up to 12
<input type="checkbox"/> White House A	3 bedroom/2 bath with living room & kitchen	-Accommodates up to 10
<input type="checkbox"/> White House B	4 bunk beds/private bath & entrance	-Accommodates up to 8
<input type="checkbox"/> North Shore*	3 bedroom/2 bath with kitchen, dining & living room	-Accommodates up to 12
<input type="checkbox"/> Bambi	4 bedroom/2 bath with kitchen, dining & 2 living rooms	-Accommodates up to 16
<input type="checkbox"/> South Hall Lodge	3 bedroom/1 bath, kitchen & living room	-Accommodates up to 10
<input type="checkbox"/> South Hall Dorm (10 dorm style rooms) Please indicate how many you need: # _____	2 bunk beds. Separate bathrooms for men & women	-2/4 people per room
<input type="checkbox"/> RV Sites Please indicate how many you need: # _____	Full hook up & picnic table. Bath house with laundry facilities available	-18 sites available
<input type="checkbox"/> Tent Camping	Bath house with laundry facilities available	

Meeting Facilities Requested

One day = 12:00 noon – 12:00 noon

<input type="checkbox"/> Chapel (seats 120)	<input type="checkbox"/> Gymnasium (for meetings) (seats 250)	<input type="checkbox"/> Rain Tree Conference Room (seats 30)
<input type="checkbox"/> Live Oak Auditorium (seats 160)	<input type="checkbox"/> Persimmon Conference Room (seats 55)	<input type="checkbox"/> Poinsettia Conference Room (seats 20)
<input type="checkbox"/> Pool Pavilion (Outside)		

Recreation & Activities Requested

Please note that activities marked with an * are NOT available from sundown Friday to sundown Saturday.

<input type="checkbox"/> Bicycles (10 available)	<input type="checkbox"/> Mini-Golf (lighted)*	<input type="checkbox"/> Soccer*
<input type="checkbox"/> Canoes (6 available)	<input type="checkbox"/> Swimming Pool & Jacuzzi* (Seasonal)	<input type="checkbox"/> Softball*
<input type="checkbox"/> Gymnasium for recreation*	<input type="checkbox"/> Hayride & Campfire*	<input type="checkbox"/> Volleyball* (sand court -lighted)
<input type="checkbox"/> Low Elements Course	<input type="checkbox"/> Basketball* (outdoor-lighted)	<input type="checkbox"/> Inflatable games*
<input type="checkbox"/> Activity Fields <input type="checkbox"/> Lighted <input type="checkbox"/> Non	<input type="checkbox"/> Driving Range*	<input type="checkbox"/> Golf Cart
	<input type="checkbox"/> Shuffleboard*	<input type="checkbox"/> 2 Seater <input type="checkbox"/> 4 Seater <input type="checkbox"/> 2 Seater w/ Cargo Bed

Terms & Conditions:

Pine Lake Retreat is a Christian retreat center, which is owned and operated by the Seventh-day Adventist Church. In order for all of our guests to feel comfortable at our facility, we ask that you observe a few simple guidelines while visiting:

- From sundown Friday until sundown on Saturday, we make every effort to maintain a quiet atmosphere which is conducive to worship because this is the Sabbath. The activities listed above with an asterisk (*) beside them are not available during the Sabbath hours.
- We request that modest bathing suits be worn while on camp property.
- There is to be no profanity used on the grounds.
- No beverages containing alcohol will be allowed on the premises. If anyone in your group is observed with any form of alcohol, you will be asked to leave and there will be no refund.
- The Seventh-day Adventist church does not believe in smoking, because we feel it is harmful to your health. We do care about those who smoke and understand that it is a very addictive habit. If you are interested in help to stop smoking, please contact us at our office and we will be glad to put you in contact with someone who can help. In the mean time, we ask that there be no smoking in any of the buildings or at public activities.

We ask that you provide adequate supervision of your group at all times and that the rules and guidelines be strictly followed by all members of your group.

Accident Insurance: Does your group have insurance that covers them away from your facility? Yes No
You MUST have accident insurance coverage.

Guarantees and Finances: Groups desiring to use the facilities at Pine Lake must arrange ahead by applying. After the application is received, availability for the group will be checked and, if the date is agreeable, a deposit will be required within 10 days of approval to hold the said date. *Important:* if the deposit is not received by the 10 day deadline, the date you requested will be opened up to other groups who may be waiting. DO NOT assume confirmation until you receive a confirmation letter.

The deposit is non-refundable unless the reservation is canceled within 30 days of the confirmation. If you find it necessary to ask for a change in date after that 30 day period, a request must be submitted to this office. However, your deposit is only valid for the same calendar year and does not extend into the following years.

Charges for retreats are made on the basis of facilities and/or equipment used and by the number of people in your group. Your deposit will be used toward your current charges and the balance is due upon receipt of the invoice. We ask that your group representative check out with the Camp Manager before leaving the grounds and discuss all charges incurred.

We, the undersigned, have filled out the above application to the best of our knowledge and have read the regulations concerning finances. We agree to these conditions and request use of Pine Lake Retreat Center.

Signed: _____ Date: _____

Please mail this application to:
Pine Lake Reservations
Reservations Central
23400 NW 212th Ave
High Springs, FL 32643

If the date is approved, a confirmation agreement will be sent to you listing your reservation request.

Note: Pine Lake Retreat reserves the right to cancel this contract at any time. If we exercise this right, your deposit will be returned to you in full. However, if *you* cancel this contract, your deposit *will not* be returned.

(Office Use Only)

Camp Director's Approval: _____ Date signed: _____

Date Approved for Use: _____ Deposit Amt: _____ Receipt # _____

Group Contract # _____

Reservations Central:
Phone: 386-454-1351 Fax: 386-454-4748
Email: rescentral@floridacamps.org
www.pinelakeretreat.com