



Dear Retreat Planner,

I'm so glad that you are interested in coming to Berea for your event! Our desire as an organization is to aid groups in their ministry by providing a fun and welcoming atmosphere and I would love to work with you to achieve that. Hopefully the information enclosed will help answer your questions about our facility. Included are:

- Pricing and Descriptions of Housing
- Retreat Planner Checklist and Worksheets
- Pricing for extra activities
- A map of the Camp Berea site
- Driving Directions
- Pictures of the buildings and grounds
- The ACA User Group Safety Guide
- Our Guest Group Guidelines
- A Sample Certificate of Insurance
- FAQs

I would be glad to answer any questions or help you with retreat details. Give me a call or send an email so I can get you the information you need. We're looking forward to having you with us!

By His Grace,

Matt Williams  
Associate Program Director  
Rental Coordinator  
Camp Berea  
(603) 744-6344 ext. 24  
matt@bera.org



**APPLICATION FOR RESERVATION**

Date of Application: \_\_\_\_\_

**\*Please complete this contract, initial and sign it, and mail it in with your Phase I payment to reserve the dates below for your retreat. Thank You!\***

**Dates Requested:** \_\_\_\_\_

**Arriving Hour:** 7:00 pm Friday **Departing Hour:** 2:00 pm Sunday

**First Meal:** Saturday Breakfast **Last Meal:** Sunday Lunch

**Estimated number of attendees:** \_\_\_\_ **Cost/person:** \_\_\_\_ \*(see breakdown below)

---

---

**Includes 2 nights dorm accommodations, 5 meals and 1 snack: Base Rate = \$95.00**

**10% Discount on Housing:** \_\_\_\_\_ **New Group (not rented in past year)**  
(All available discounts will be applied to the bill at time of the last Phase payment) \_\_\_\_\_ **Midweek**  
\_\_\_\_\_ **30 Day Re-registration (deposit received by \_\_\_\_\_)**

**\*Cost/person after discounts = \$95.00**

---

---

**Church/Organization & Group Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Retreat Coordinator:** \_\_\_\_\_ **Telephone #:** \_\_\_\_\_

**Best address for correspondence (if different from above):** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Fax#:** \_\_\_\_\_

---

---

Name of liability insurance carrier of church \_\_\_\_\_

Please arrange for your insurance agent to **send a certificate of insurance to our office naming Camp Berea as an additional insured for your retreat.**

**\*\*\* We must have this document a week before your arrival date.\*\*\***

**Phase I** Amount of Deposit:

**A deposit of \$10.00 per person is required.** The deposit is neither refundable nor transferable to any other weekend. We recommend that you estimate attendance conservatively, since advance payments for non-attendees will not be applied to the final bill. Numbers can be increased at any time, as long as additional space is available.

**Phase II**

**90 days prior to the scheduled conference date an additional \$40.00 per person is due.** This payment will be applied to the final bill in the amount of \$40.00 per person in attendance. Numbers can be increased at this time **only** if additional space is available.

**Phase III**

Before 3 p.m. on Sunday Prior to arrival at Camp Berea, all groups must confirm the *final* number of participants. Numbers can be increased at this time **only** if space and food are available. The remaining portion of your bill will be due at the time of your retreat. Your bill will be based on the number of those in actual attendance, **however, if actual attendance falls more than 10% below the “final” number, your group still has full financial obligations for at least 90% of that “final” number.**

**Basic Policies**

- ◆ **We understand** that Berea reserves the right to book other groups simultaneously and that due to this additional space beyond paid reserved numbers may not be available.
- ◆ **We understand** that we may reserve the entire facility for **exclusive use for a minimum contract of 225 attendees**, regardless of actual group size. We agree to inform the Berea Office of this request and fill in the deposit line for 225 with the understanding that all payments will be calculated based on a minimum of 225 attendees. We understand that if the group size is over 225, the actual numbers will be used to calculate payments.  
  
\_\_\_\_\_ I wish to reserve the facility for exclusive use and will be sending a Phase I deposit of \$2250.00 (*please initial*).
- ◆ **We agree** to submit all payments on time according to the schedule detailed above.
- ◆ **We understand that all deposits** are neither refundable nor transferable to any other weekend.
- ◆ **No later than 3:00 on the Sunday preceding the activity, we agree** to inform Berea of the final count expected to attend. We understand that a \$10.00 late charge is assessed if this due date is not met.
- ◆ **We agree** to respect the beliefs of Berea and not to do anything in word or act that will in any way detract from the testimony of this ministry. (*Camp Berea reserves the right to refuse space to any organization or individual and to ask any such person(s) to leave the conference as it deems necessary.*)
- ◆ **We agree** to abide by the guidelines described and those posted on the grounds. **The group leadership accepts the responsibility** for communication and enforcement of these guidelines with regards to the retreat participants.
- ◆ **We agree** to have at least one adult supervisor for every ten school age participants.
- ◆ **We agree** to submit a retreat schedule no later than ten days before the activity, and we understand that if this is not submitted Camp Berea may not be able to accommodate all of our schedule needs.
- ◆ **We agree** to have a written list of the names and addresses of all participants in our group. We will also have a listing of any persons with known allergies or health conditions requiring treatment, restriction, or other accommodation while at Camp Berea. We understand that if we have minors without a parent at camp it is important to have signed permission to seek emergency treatment or a signed religious waiver. We will have names and numbers of people to contact at home in case of an emergency.
- ◆ **We agree** to assume responsibility for damages to facilities and equipment and understand that we will be charged accordingly. We also agree to pay a cleaning fee for all cabins we leave unclean.

\_\_\_\_\_ (*please initial*) **I have read and understand all of the above statements**

\_\_\_\_\_ (*please initial*) **I have read the “Guest Group Guidelines” and the “User Group Safety Guide” and understand that I am responsible to follow the requirements they set forth**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

## Guest Group Guidelines

We are excited that you have chosen Camp Berea as the place to host your event! Below are some guidelines that we have in place to ensure that everything runs smoothly and safely here at Berea. Please read through them before signing your contract. If you have any questions, feel free to contact our office.

### Welcome Center

The WC is our main office and its hours are 7:30am-5:30pm daily.

Any lost and found items that are collected by the staff will be brought to the WC.

**Please report all accidents to the Welcome Center. If an emergency occurs after hours, 911 can be called by cell phone. Be sure to relay camp's full name and address (Camp Berea, 68 Berea Road, Hebron) and to send someone to the parking lot to direct emergency personnel when they arrive. In case of an emergency after hours or in the middle of the night, staff personnel can be reached in Staff 8 (the large brown building on the hill behind the dining hall) by ringing the night bell next to the front door.**

If there are any maintenance issues with your cabin, please fill out a maintenance slip in the WC so we can solve the problem for you as quickly as possible. Any damages or graffiti will be charged to the group responsible.

### Dining Hall

Coffee, tea and hot chocolate are available in the Dining Hall at all times. **Camp staff only** are allowed back into the kitchen area.

Meal times are standard due to multiple groups on site. Breakfast, 8:30, Lunch, 12:30, and Dinner, 5:30.

Due to state law, bathing suits may not be worn into the Dining Hall and shoes must be worn at all times except while on the waterfront.

### Waterfront

Our waterfront is open seasonally and in accordance with the availability of qualified Berea staff. Please **do not** go swimming or boating when it is closed.

### Gymnasium

Children under the age of 18 **must** be supervised by an adult when using the gym.

Please do not kick balls in the gym as they can loosen and damage the ceiling tiles.

The Rockwall in the gym is **off limits** unless opened by qualified Berea staff.

### Skate Park

The skate park is outdoors and open seasonally; children under 18 **must** be supervised by an adult.

Due to insurance regulations, the skate park is the **only** place bikes, skates, skateboards, and scooters may be used on camp.

They may **not** be used on the paths, roads, or in the gym. Helmets and pads must be worn in the Skate Park.

### Challenge Course and Tubing Hill

The Challenge Course (low ropes course) and the Tubing Hill are **off limits** unless opened by qualified Berea staff.

### State/Insurance Regulations

All cars must be kept in the parking lot.

No smoking or alcohol use on camp grounds.

Possession or use of personal firearms is prohibited.

Please be sure all in your group leave their pets at home.

No tents or RVs are allowed on site as overnight accommodations.

Campfires must be extinguished by guests **completely** upon leaving the campfire area for the night.

### Quiet Hours

Quiet hours are from 11:30pm to 7:30am. Due to camp staff who live on site and other groups who are guests at Berea, please be considerate of these times. Public buildings may still be used, but please minimize outside noise.

**A welcome and five minute presentation of these guidelines will be given by a staff member to your entire group upon arrival at Berea. Please allow time for this in your first scheduled meeting. In addition, at the first meal time in the Dining Hall a brief announcement will be made on Dining Hall procedures.**

## SITE AND FOOD SERVICE<sup>1</sup>

- The Camp shall provide all food Services. Only Camp shall use kitchen.
- Flammable or hazardous materials shall not be brought into Camp.
- Any release of a flammable or hazardous material shall be reported to the WC. Staff shall do clean up.
- Keep Camp free of trash and debris. Leave an area as clean as you found it.
- Accessible facilities for the physically limited are available. Make plans prior to arriving at Camp.
- Upper bunks must have guardrails for persons less than 16 years of age.

## TRANSPORTATION<sup>2</sup>

- Medical Emergency Transportation is available at all times by calling 911.
- U/G shall provide transportation to its members, if not a 911 call.
- Inform WC if 911 is called. If WC is closed contact Staff Cabin 8 or Opal.
- Park cars in designated locations.
- Loading/unloading areas are defined. Other approved locations may be used.
- People shall not be transported in Nonpassenger Vehicles.
- Hebron Police       **1-603-744-5509**
- Hitchcock Clinic     **1-603-536-3700**
- Speare Hospital      **1-603-536-1120**

## HEALTH AND WELLNESS<sup>3</sup>

- Camp shall provide Staff who is CPR and First Aid certified.
- U/G may provide CPR and First Aid certified persons.
- Person certified in First Aid must be available if participants are under 18.
- U/G shall have health information of its members available.
- Minors must have a parent on site or signed permission to seek emergency treatment.

## OPERATIONAL MANAGEMENT<sup>4</sup>

- Camp shall conduct an orientation meeting when the U/G arrives.

- U/G shall not bring firearms on site with out prior permission.
- Firearms and ammunition shall be stored separately under Camp lock and key.
- Camp is committed to complying with all ACA Standards, Federal and State Regulations.
- Camp appreciates U/G evaluation of their experience at Camp.
- U/G shall provide Camp with a certificate of liability insurance for the group.
- All injuries or illnesses shall be reported immediately, in writing, to the Camp Staff on duty in the WC.
- Camp's Emergency Action Plan, shall be executed in a declared emergency.
- Camp shall not be responsible for stolen or lost personal property.
- U/G members shall obey Camp Safety Rules.
  - 10 MPH speed limit
  - Polite conduct and behavior
  - Aquatic activities when scheduled
  - No personal watercraft, Jet Ski
  - No go-Karts or All Terrain Vehicles
  - No weapons or firearms
  - Must wear proper foot wear
  - Must wear modest clothing
  - No pets or animals
  - No fires
  - No smoking
  - No alcohol or drugs
  - No radios or televisions
  - Caution walking on steep terrain
- U/G responsibilities include;
  - Signed Use Agreement with the Camp
  - CPR and First Aid coverage (usually by Camp)
  - Emergency transportation, if not 911 call
  - Supervision and control of U/G conduct
  - Supervision at Programs, Activities and Specialized Activities
  - Attendance at orientation meeting
  - Liability insurance coverage
  - Required prior approvals in place

## HUMAN RESOURCES<sup>5</sup>

- Supervisor to Camper ratio must be 1:6 age

6-8; 1:8 age 9-14; 1:10 age 15-18.

- Supervisors or U/G Leaders must 18 or older.

## PROGRAM DESIGN AND ACTIVITIES<sup>6</sup>

This section applies only if Specialized Activities have been scheduled.

- Specialized Activities include archery, target sports, gymnastics, adventure challenge, bicycling, roller-skating, etc.
- U/G shall make no adverse impact on the environment.
- There shall be no physical, visual or noise damage to the environment.
- Program equipment shall be safe, in good condition and proper size.
- Camp owned equipment shall be available with prior approval.
- Specialized Activities shall not be conducted with out prior approval.
- Target sports shall not be conducted with out prior approval.
- All Specialized Activities shall have at least one Certified Supervisor.
- Specialized Activities Supervisors shall have documented evidence of skills.
- Specialized Activities Supervisors shall ensure safety regulation compliance.
- Access shall be strictly controlled in Specialized Activities areas.
- Equipment for Specialized Activities shall be available only when a qualified adult leader is available.
- U/G shall follow Camp written operating procedures for Specialized Activities.
- Safety orientation shall be conducted prior to the start of a Specialized Activity
- Supervisors shall strictly monitor participants in Specialized Activities until competency is demonstrated.
- Participants bicycling or roller-skating shall wear protective headgear.

## PROGRAM - AQUATICS<sup>7</sup>

This section applies only if Aquatic Activities have been scheduled.

- Camp's Waterfront Standard Operating procedures (SOP) shall be implemented and

- enforced.
- U/G shall have prior approval for use of the waterfront or watercraft.
- Camp shall control access to the waterfront and to watercraft.
- Lifeguards shall be certified by a nationally recognized certifying body.
- Only Camp trained Staff shall operate motorized watercraft.
- Only Camp trained Staff shall provide watercraft Supervision.
- PFDs shall be worn by all on watercraft.
- Swimmer accountability shall be used.
- Aquatics Supervisors shall be 21 years or older and have certification for the activity or equipment scheduled for use.
- Emergency and rescue equipment shall be available during scheduled period of Aquatic Activity.
- Supervisors shall have a radio for emergency communications.
- Aquatic safety rules and regulations shall be enforced.

responsibilities, have demonstrated forms of non-swimming rescue and are positioned at locations with complete view of the activity

**PROGRAM - ADVENTURE CHALLENGE<sup>8</sup>**

This section only applies if Adventure Challenge activities have been scheduled.

- A/C activities shall only be conducted under Overall Supervision of certified Camp Staff.
- Camp's written policies and procedures for A/C shall be used.
- A/C activities shall only be conducted with trained, qualified spotters and belayers.
- An adult certified in First Aid shall be available at A/C activities.
- Supervisors shall monitor participants until competency is demonstrated.
- Participants in A/C activities shall wear protective headgear for rock wall.
- Only Camp A/C equipment shall be use.
- A/C equipment shall be inspected prior to being used.

# CAMP BEREА, Inc

## USER GROUP

## SAFETY GUIDE

*OUR PURPOSE .....*

**" CHANGING LIVES FOR  
JESUS CHRIST "**

**Foot Notes**

- 1 ACA Standards SF-2, SF-10, SF-15, SF-16, OM-1
- 2 ACA Standards TR-1, TR-2, TR-4
- 3 ACA Standards HW-23, HW-25
- 4 ACA Standards OM-1, OM-2, OM-3, OM-5, OM-8, OM-9, OM-10, OM-11, OM-12, OM-13, OM-19
- 5 ACA Standards HR-9, HR-10
- 6 ACA Standards PD-3, PD-4, PD-5, PD-12, PD-15, PD-16, PD-17, PD-18, PD-19, PD-20, PD-21, D -24, PD-27
- 7 ~~ACA Standards PA-1, PA-2, PA-3, PA-4, PA-5, PA-6, PA-7, PA-9, PA-10, PA-12, PA-14, PA-15, PA-17, PA-20, PA-21, PA-22, PA-23, PA-24, PA-26~~
- 8 ACA Standards PC-1, PC-2, PC-5, PC-6, PC-9, PC-12, PC-13, PC-14, PC-15

- Aquatics Activities shall have two trained persons available, 18 years or older, one who is certified and the other trained to carry out secondary duties.
- Aquatic Activities shall not be conducted with out lookouts; persons oriented as to their

**Abbreviations:**

"ACA" is American Camping Association

"A/C is Adventure/Challenge

"Camp" is Camp Bereа, Inc

"U/G" is User Group

"WC" is the Welcome Center

This pamphlet has been prepared to inform User Groups of Camp Bereа's safety requirements.

We want your visit to be enjoyable and safe.

Camp Bereа follows standards set by the American Camping Association (ACA).

Many ACA Standards apply to User Groups.



## Retreat Planner Checklist

We are excited that you have chosen Berea as the site for your event! The following is a checklist that will help you provide us with the information we need so that we may serve your group most effectively. Please review this checklist often to make sure you meet all of the planning deadlines. Feel free to contact us at any time with any questions you may have.

### At time of Reservation

- Fill out Application for Reservation and sign.
- Send in Application along with the Phase I deposit of \$10/person to reserve the spaces needed (exception: for retreats that are reserved less than 90 days from the date of the event, both Phase I and Phase II deposits, totaling \$50/person, are required to reserve spaces).

### 120 Days Before Event

- Review your numbers and contact us with any adjustments needed (availability permitting).
- Send in Phase II deposit of \$40/person according to current numbers.
- Send in Phase I deposit of \$10/person for any additions to reservation numbers (the total payment received by Berea should equal \$50/person for current numbers).

### 90 Days Before Event

- Deadline for Phase II payment arriving at Berea. If your payment is not received by this date, your spaces may be lost to other groups who wish to make reservations.

### 30 Days Before Event

- Arrange for a Certificate of Insurance to be sent to Berea. See "Sample Certificate of Insurance" form for details. This must arrive before the date of your event.
- Fill out Housing, Schedule and Meeting Room Worksheets and send them in.
- Finalize your schedule and send a copy of it along with your worksheets.

### 10 Days Before Event

- Deadline for worksheets arriving at Berea. If requested, a housing grid with your specific rooms will be sent for your use in assigning housing to the members of your group.
- Contact us with final head count and any housing need additions/adjustments. Meeting room will be assigned at this time based on final numbers.

### One Day Before Event

- Deadline for the Certificate of Insurance arriving at Camp Berea.

### Upon Arrival for Event

- Check in at the Welcome Center.
- Receive housing assignments (if a housing grid was not requested and sent earlier).
- Pay Phase III final balance.
- Enjoy your event!
- At the end of your event, stop in the Welcome Center to check on available future dates and pick up paperwork for next year. An additional discount is available for a reservation within 30 days of your last event.

## Schedule Worksheet

Please fill out this request form for additional activities, ATTACH A COPY OF YOUR RETREAT SCHEUDLE and send it in so that it arrives no later than 10 days before the date of your event. Our rental coordinator will contact you with a confirmation and/or adjustments of your requests and schedule.

### Snack

Please select the following for the snack that is included in the price of your retreat:

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Requested Location: \_\_\_\_\_

### Campfires

Please select the following for any requested campfires (no extra cost) during your retreat:

Day: \_\_\_\_\_ Time: \_\_\_\_\_  Waterfront  Lodge  Amphitheater  
Day: \_\_\_\_\_ Time: \_\_\_\_\_  Waterfront  Lodge  Amphitheater

### Ice Cream Sundaes

An additional snack of Make-Your-Own Ice Cream Sundaes is available for \$2.50/person\*\*. Please select the following if you would like this activity:

Day: \_\_\_\_\_ Time: \_\_\_\_\_ Requested Location: \_\_\_\_\_

\*\*Cost for sundaes will be billed to the final invoice\*\*

### Additional Activities

Below are the additional activities that we offer. Please note that not all activities are available at all times. Our rental coordinator will contact you upon receiving your requests to work out the details. Please check each that you would like to request:

Activity:	Price:	Activity:	Price:
<input type="checkbox"/> Challenge Course	\$35/hour	<input type="checkbox"/> Archery	\$40/hour
<input type="checkbox"/> Rockwall	\$30/hour	<input type="checkbox"/> Paintball Set Up Deposit	\$75
<input type="checkbox"/> Riflery	\$40/hour	<input type="checkbox"/> Paintball Field Fee	\$25/person*
<input type="checkbox"/> Snow Tubing	\$20/hour	<input type="checkbox"/> Paintball Extra Paint	\$5/100 rounds*
<input type="checkbox"/> Kayaking/Canoeing	\$50/hour	<input type="checkbox"/> Tubing/Water Skiing	\$6/person/ride*
<input type="checkbox"/> Swimming	\$30/hour	<input type="checkbox"/> Large Group Game	\$25/game
<input type="checkbox"/> Boat Rides	\$24/20min*	(Professional program staff run the game for you. Some games require extra fee for materials.)	
(Standard boat capacity is 7-9 people)			

Tickets for marked activities (\*) can be purchased by individuals in the Welcome Center. All other activities will be billed to the final invoice for the retreat.

***Schedule Worksheet***  
*Snack, Campfires, Additional Activities, Group Schedule*

## Housing Worksheet

Please fill out this request form for housing and send it in so that it arrives no later than 10 days before the date of your event. If your final numbers are not yet known, please estimate your needed housing. Housing details and rates are listed on the pricing sheet in your folder.

### Dorm Housing

Estimated Number of Males: \_\_\_\_\_

Estimated Number of Females: \_\_\_\_\_

- Hillside Preference
- Lakeside Preference

- Hillside Preference
- Lakeside Preference

### Private Housing

Pricing varies; see rates sheet for details.

Style of housing

Estimated Number of units:

- Family Hillside Bunkroom \_\_\_\_\_
- Family Lakeside Bunkroom \_\_\_\_\_
- Carnelian/Jacinth Bunkroom \_\_\_\_\_
- Diamond Luxury \_\_\_\_\_

### Housing Grid

Please select one of the following options:

- Please send me a housing grid of my specific cabins once they are assigned by way of:
  - Email: \_\_\_\_\_
  - Fax: \_\_\_\_\_
  - Mail: \_\_\_\_\_
- Please wait until I arrive on the date of my event to give me the assigned cabins for my group

Final Assignments (to be filled out by camp staff only):

Dorms: \_\_\_\_\_

Upscale: \_\_\_\_\_

# Meeting Room Worksheet

Please fill out this worksheet for Meeting Room and send it in so that it arrives no later than 10 days before the date of your event.

\*Your Meeting Room will be assigned based on group size no later than 10 days before your event.

***TO BE FILLED OUT BY BEREA STAFF***

Group Name: \_\_\_\_\_ Assignment: \_\_\_\_\_

## Chair/Table Set Up

Number of Chairs: \_\_\_\_\_

Please check preferred arrangement:

- Rows
- Circle
- Semi-circle
- No chairs

Tables:

Please check size and list amount requested:

- 6 Foot \_\_\_\_\_
- 8 Foot \_\_\_\_\_

## Audio/Visual Equipment

Please check preferred equipment and list amount requested:

Equipment:	Amount:	Equipment:	Amount:
<input type="checkbox"/> Sound System (list channels needed)	_____	<input type="checkbox"/> VCR	_____
<input type="checkbox"/> Microphones with cords and stands	_____	<input type="checkbox"/> DVD	_____
<input type="checkbox"/> Music Stands	_____	<input type="checkbox"/> Television	_____
<input type="checkbox"/> 1/4" Guitar Cord	_____	<input type="checkbox"/> LCD Projector	_____
<input type="checkbox"/> Direct Box	_____	<input type="checkbox"/> Extension Cord	_____
<input type="checkbox"/> Overhead Projector	_____	<input type="checkbox"/> Power Strip	_____
<input type="checkbox"/> Sound Hook up for Laptop	_____	<input type="checkbox"/> Lapel Mic	_____
<input type="checkbox"/> Sound Hook up for DVD	_____	<input type="checkbox"/> Podium	_____
<input type="checkbox"/> Other: _____			
_____			
_____			

## Breakout Rooms (if needed)

- Size of group: \_\_\_\_\_ A/V Equipment Needs: \_\_\_\_\_
- Size of group: \_\_\_\_\_ A/V Equipment Needs: \_\_\_\_\_
- Size of group: \_\_\_\_\_ A/V Equipment Needs: \_\_\_\_\_
- Size of group: \_\_\_\_\_ A/V Equipment Needs: \_\_\_\_\_

***TO BE FILLED OUT BY CAMP STAFF***

All Equipment Verified Returned on \_\_\_\_\_ (date) by \_\_\_\_\_ (initials of staff member)

# Berea 2011-2012 Standard Weekend Group Rates

## 2 NIGHTS, 5 MEALS

Type of cabin	One occupant	Two Occupants	Each additional after first two
Male or Female Dorm	\$95	\$190	\$95
Family Hillside Bunkroom	\$215	no price increase	\$60
Family Lakeside Bunkroom	\$235	no price increase	\$65
Carnelian/Jacinth Bunkroom	\$255	no price increase	\$65
Diamond Luxury	\$275	no price increase	\$75

---

**Conference Fee:** \$10 (meals not included) **Conference Meal Price:** \$7 a meal (no charge children 2 and under)

---

**Standard package arrival is at 7pm Friday with departure directly after Sunday lunch. One snack is included in the group rate for the weekend. Rates also apply to midweek retreats.**

### HOUSING DETAILS

**Dorm:** Your group is divided into male and female groups. Each of the two groups will receive one dorm. **Additional dorm units will be assigned only as the previous units are filled to capacity.** These units sleep between four and ten guests in single sized bunk beds, and are equipped with one or two bathrooms depending on size.

**Family Lakeside/Hillside Bunkroom:** These cabin units also sleep between four and ten guests in single sized bunk beds and are equipped with one or two bathrooms depending on size. The pricing is specifically structured **(for families or couples only)** to make it more affordable for them to stay together in one cabin. Lakeside cabins are next to the lake with easy access to the waterfront and Dining Hall. Hillside cabins are up the hill and are closer to the gym and Sports fields.

**Carnelian/Jacint Bunkroom:** These cabin units sleep up to 7 guests with a double bed and 5 single beds per unit. They are equipped with one bathroom per unit. The pricing is specifically structured **(for families or couples only)** to make it more affordable for them to stay together in one cabin.

**Diamond Luxury:** These condo style units are equipped either with a double bed and a private bath *or* a double bed, two twin sized bunk beds in a separate room, and a private bath. Every Diamond unit has a lake view.

**Lakeside/Hillside:** Lakeside cabins are next to the lake with easy access to the waterfront and Dining Hall. Hillside cabins are up the hill and are closer to the gym and Sports fields.

**Conference fee:** This fee comes into effect if members of your group wish to participate in your programs at Berea, but prefer to come for one day or secure their own off-camp housing.

\*Linens are **NOT** included in the price of any style housing but are available at a rate of \$5 a person.

---

### Overnight Rates

---

Type of cabin	One occupant	Two Occupants	Each additional after first two
Male or Female Dorm	\$50	\$100	\$50
Family Hillside Bunkroom	\$100	\$100	\$35
Family Lakeside Bunkroom	\$115	\$115	\$40
Carnelian/Jacinth Bunkroom	\$130	\$130	\$40
Diamond Luxury	\$150	\$155	\$50

\*Meals are not included but are available at conference meal price. Overnight rates apply to individuals from your group who wish to come for part of the weekend.\*

# Berea Variation Weekend Group Rates

All price rate packages also apply to midweek retreats.

## 1 NIGHT, 3 MEALS

Type of cabin	One occupant	Two Occupants	Each additional after first two
Male or Female Dorm	\$76	\$152	\$76
Fam. Hillside Bunkroom	\$172	no price increase	\$48
Fam Lakeside Bunkroom	\$188	no price increase	\$52
Carnelian/Jacinth	\$204	no price increase	\$52
Diamond Luxury	\$236	no price increase	\$60

Arrival at 7pm on Friday and departure directly after the Saturday evening meal for weekend retreats.

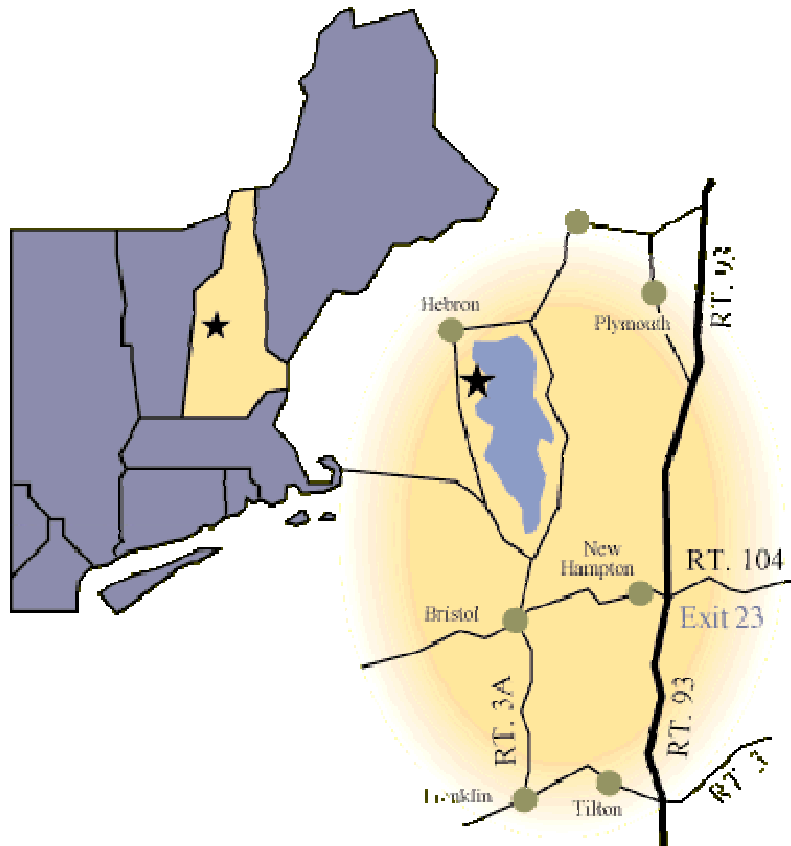
## 3 NIGHTS, 8 MEALS

Type of cabin two	One occupant	Two Occupants	Each additional after first
Male or Female Dorm	\$137	\$260	\$130
Fam. Hillside Bunkroom	\$310	no price increase	\$65
Fam Lakeside Bunkroom	\$338	no price increase	\$70
Carnelian/Jacint	\$367	no price increase	\$75
Diamond Luxury	\$400	no price increase	\$100

Arrival at 7pm on Friday and departure directly after the Monday noon meal for weekend retreats.

Further variations regarding number of meals are available.  
Please contact our office for more information.

# BEREA MAP & DIRECTIONS



## From I-93 North:

- ☞ Exit #23 for Rt. 104- Go west (left) on 104, follow into Bristol.
- ☞ In Bristol: turn right onto 3A north (toward Plymouth) and continue through the town of Bristol.
- ☞ Go through the first blinking light and turn left at the second blinking light (West Shore Road).
- ☞ Go 1.9 miles and turn right at Frostyø (also West Shore Road).
- ☞ Continue for 3.8 miles and Camp Berea is located on the right side of the road.

## From I-93 South:

- ☞ Exit #26- Continue on 25 east/ 3A to rotary.
- ☞ From rotary take 3A south toward Bristol.
- ☞ Turn right onto North Shore Road toward Hebron.
- ☞ In Hebron, turn left onto West Shore Road.
- ☞ Continue for 2.5 miles and Camp Berea is located on the left side of the road.

**\*Sample Certificate of Insurance\***

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY) 10/27/05
PRODUCER Emery & Webb, Inc. Church 989 Main Street Fishkill, NY 12524 845 896-6727		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.
INSURED		INSURERS AFFORDING COVERAGE
[REDACTED]		INSURER A: Massachusetts Bay Insurance Company NAIC # HANOV
[REDACTED]		INSURER B:
[REDACTED]		INSURER C:
[REDACTED]		INSURER D:
[REDACTED]		INSURER E:

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR	INSUR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A		GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	[REDACTED]	01/01/05	01/01/06	EACH OCCURRENCE [REDACTED] DAMAGE TO RENTED PREMISES (EA occurrence) [REDACTED] MED EXP (Any one person) [REDACTED] PERSONAL & ADV INJURY [REDACTED] GENERAL AGGREGATE [REDACTED] PRODUCTS - COMP/OP AGG [REDACTED]
		AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		CARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
		EXCESS/UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$ \$
		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/EMBER EXCLUDED? IF YES, SPECIFY HOW SPECIAL PROVISIONS BELOW				WC STATUTORY LIMITS (OTH-ER) \$ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS  
 Certificate holder is listed as additional insured for family retreat 11/4/05 - 11/6/05.

<b>CERTIFICATE HOLDER</b>  Camp Berea 68 Berea Road Hebron, NH 03241	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>10</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE: <i>Craig Whit</i>
--	---

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS**  
 Certificate holder is listed as additional insured for family retreat 11/4/05 - 11/6/05.

Your certificate of insurance must:

1. Name Camp Berea as **certificate holder** for the dates of your retreat
2. State that the certificate holder is listed as **additional insured**.

Without both pieces of information the certificate of insurance is not valid for your retreat. We must have a valid certificate before your group arrives for your event. Please have a valid certificate faxed or mailed to our office. Thank you.

## Frequently Asked Questions:

Q: What type of guest groups rent at Berea?

A: Berea is a year-round Christian facility that hosts camps, retreats and conferences for youth workers, mens' and womens' groups, youth and families. When our programs are not in session, we offer our facilities to guest groups for their own programs and retreats. Our goal is to provide an environment for churches, Christian schools, and other organizations to take a break from their normal lives, build group unity and have a chance to see God work through the spiritual growth of individuals and the group as a whole.

Q: Can the amount of nights and/or meals in the pricing package be changed?

A: In addition to our standard 2 night/5 meal package, we have packages for 1 night/3 meals and for 3 nights/8 meals. You can also add or subtract meals to any of the packages, customizing them for your event.

Q: Do you offer any discounts based on any group factors such as size?

A: Our pricing is based on per person rates and remains the same despite group size. A 10% discount on housing is available in three different sign up scenarios; first time, midweek, and within 30 days of your last retreat. Up to two discounts may be available for any group. Multiple discounts are calculated individually and not combined (10% is taken off of the housing total and then another 10% is taken off of that calculation vs. 20% taken off of the original housing total). Any discount(s) will be applied at the time of the last Phase payment.

Q: What happens if the numbers in my group grow past the number of attendees on my contract?

A: As soon as you think your numbers may change, give us a call to check on available space. If there is additional housing available, you can reserve those spots by sending in any applicable deposits for each additional person (\$10 a person if before Phase II payment date, \$50 a person if after). The only spaces we will have reserved for you are those you have paid a deposit for, so it is essential to contact us if you need more housing. There is no guarantee that it will be available so let us know as soon as possible if your numbers change.

Q: Will there be a penalty if my numbers drop below the reserved amount on my contract?

A: Both the Phase I and Phase II deposits are non-refundable. This means that they will only be applied to the balance in the amount of \$10 a person (Phase I) and \$40 a person (Phase II) in attendance. For example, a Phase I deposit of \$1000 for 100 people will be applied to the balance in the amount of \$700 if the group size drops to 70 (the same method applies to the Phase II deposit of \$40 a person). We recommend that you reserve conservatively on the front end and call the office if numbers go up to request more space since a drop in numbers does mean a loss of deposit money.

## Frequently Asked Questions, cont.:

Q: When do I need to give a final count?

A: We need your final numbers before 3pm the Sunday before your event. Any rise in attendees above the reserved number must be cleared by the office with the understanding that additional space may not be available. Housing is reserved on a first come basis by deposit, so don't wait until your final numbers are required; call to reserve more spots as soon as you know that you will need them.

Q: What will happen if my numbers change between the time I give the final count and the date of my event?

A: Any growth in that last week can be accommodated if space permits and your final count will change to that new number. However, if your numbers drop by the time of your retreat, you are still responsible for paying the full amount for 90% of the final number that was given. For example, if your final number is 100, but drops to 80 by the time you arrive for your event, you are still required to pay the full cost for 90 people.

Q: When do I need to make my Phase III final payment?

A: The final balance is due at the time of your event. You can either bring a check or credit card to make the payment. Our rental coordinator will go over the invoice with you and answer any questions you have before payment. If for some reason you are not able to make the payment at that time it will need to be sent in to our office within 10 days after your retreat.

Q: Will there be another group on camp at the same time as mine?

A: Our rental facility has the capacity to host 1 large group or 2-3 smaller groups. When there are multiple groups, our rental coordinator will interface with your group regarding activities and needed spaces to make sure your event goes smoothly. We require a copy of your retreat schedule 10 days before your reserved dates to work out details. If no schedule is sent or one is sent late we cannot guarantee that we will be able to accommodate all your requests. Exclusive use of the camp is available. Please contact our office for details regarding exclusive use.

Q: Can I request a meeting room?

A: Our meeting rooms are assigned based on group size and cannot be requested or reserved year to year (you may not have the same meeting room as you did the year before). The largest group on a weekend will be assigned to the Chapel, followed by the Lodge, Timothy room, and the Welcome Center Conference room. Breakout rooms may also be available for small groups, seminars or workshops. Assignment of meeting rooms is contingent upon reserved numbers and may occur up to one week before your weekend.

Q: Can I request certain rooms around camp for different activities?

A: Certain rooms other than meeting rooms can be reserved for specific time slots. All requests are granted on a first come basis, so be sure to call or send your schedule and requests in to the office as soon as you have them. Specific cabins can also be reserved on a first come basis.