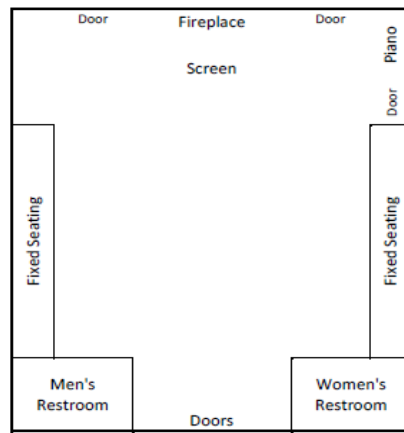
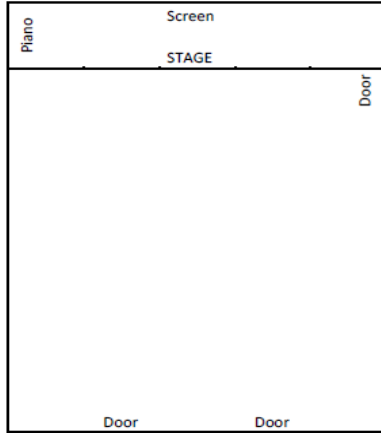


Group Name: _____ Camp Dates: _____
 Contact Person: _____ Phone & Email: _____
 First Aid Provider/Your Camp Nurse: _____ Certification: _____
 Person who will be checking-in your Group: _____ Check-In Location: _____
 Final Count: _____

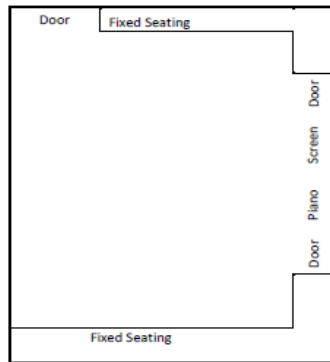
Room Set-Up Request (Final Meeting Rooms are assigned at Hartland's discretion based on group size and avail.)
 Please use this sheet to diagram how you would like your meeting rooms(s) set up.

Sequoia Chapel
 capacity 260 facing stage, capacity 200 facing side

Redwood Hall
 capacity 130



Lower Room
 capacity 90



Upper Room
 capacity 40



Library
 Capacity 40



The Hotel Lounge and Whispering Pines Lounge are setup with couches, chairs and tables and have a max capacity of 30 people. There is a TV/DVD player in each lounge. No alternative setups are available.

Assigned Meeting Space: _____

Meeting Space Setup:

# of Chairs	# of Tables	# Microphones	# Lapel Mics	TV/DVD?	Transparency Projector	Video Projector (\$35)	Whiteboard	Easel	Megaphone

Please Fax or Scan and Email this Form 2 weeks ahead of your arrival.

Fax: 559-337-2251 or Email: info@hartlandcamp.com

Questions? Please call 559-337-2349 (M-F between 8am-12pm or 1pm-5pm)



Requested Recreation Activities:

Group Size	Maximum # of Activities at one time, other info
Groups of less than 25	1 Activity for 30 mins, up to 2 activities per day
Groups of 25-49	1 Activity at a time, 2-3 activities per day
Groups of 50-100	1 Activity at a time, 2-4 activities per day
Groups of 100-175	1-2 Activities at a time, up to 4 total activities per day
Groups of 175-250	1-2 Activities at a time
250+	2-3 activities at a time
Exceptions	Contact Registration Team

Activity:	Request to Use:	Will not be using:	Day:	Start Time:	End Time:
Zipline					
Climbing Wall					
Vertigo					
Extreme Swing					
Archery					
Paintball					

Please complete this form to help us determine your camper fees:

Instructions:

If your group is a family camp, please enter the breakdown by age noted below.
 All other groups (Adult, Youth, Etc.) simply fill in the top row for the total # by each housing type, we do not need a breakdown of age.

Cabins:	Deluxe:
Total Adults (12 and older):	Total Adults (12 and older):
Total Aged 3-11:	Total Aged 3-11:
Total Aged 0-2:	Total Aged 0-2:

Semi-Deluxe:	Cabin's Plus:
Total Adults (12 and older):	Total Adults (12 and older):
Total Aged 3-11:	Total Aged 3-11:
Total Aged 0-2:	Total Aged 0-2:

RVs/Tents:
Total Adults (12 and older):
Total Aged 3-11:
Total Aged 0-2:

Please note that RVs are billed per individual and not by spot.

Please write any other details or requests that you may have below:

Linen Request Sheet

Group Name _____ Conference Date _____

	Room #	Beds Available	# Persons		Room #	Beds Available	# Persons	
Whispering Pines Lodge	1	Q T T	_____	Willow Inn	1	Q T T	_____	
	2	Q T T	_____		2	Q T T	_____	
	3	Q T T	_____		3	Q T T	_____	
	4	Q T T	_____		4	Q T T	_____	
	5	Q T T	_____		5	Q T T RT	_____	
	6	Q T T	_____		6	Q T T RT	_____	
	7	Q T T	_____		Total		_____	
	8	Q T T	_____		Eshom Creek Hotel	1	D T	_____
	9	Q T T RT	_____			2	D T	_____
	10	Q T T RT	_____			3	D T	_____
	11	Q T T	_____			4	D T	_____
	12	Q T T	_____			5	D T	_____
	13	Q T T	_____			6	D T	_____
Total		_____	7	D T		_____		
Total		_____	8	D T		_____		
Total		_____	9	D T		_____		
Total		_____	10	D T		_____		
Total		_____	11	D T		_____		
Total		_____	12	D T		_____		
Total		_____	Total		_____			
Twin Firs	1	D	_____	Dorm	1	T T T T	_____	
	2	B	_____		2	T T	_____	
Total		_____	3		T T	_____		
Total		_____	4		B B B	_____		
Total		_____	5		T T T	_____		
Total		_____	Total		_____			
Brookside	1	D T	_____					
	*second twin bed only available during summer months		Total _____					

Q = Queen bed, D = Double bed, T = Twin bed,
B = Bunk Bed, RT = Roll-away twin bed