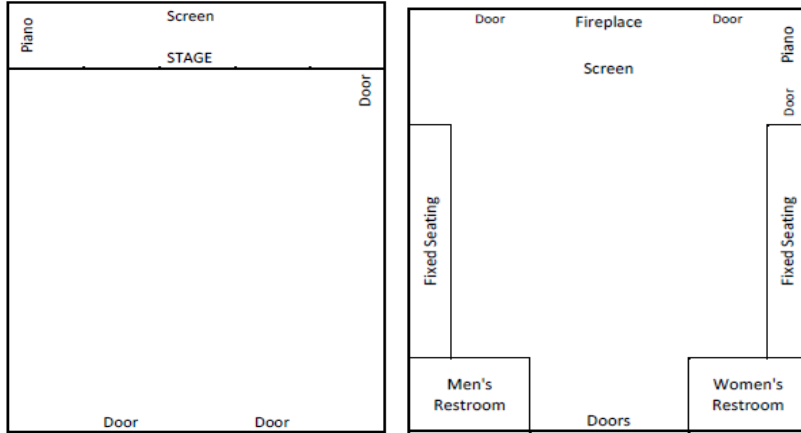


Group Name: \_\_\_\_\_ Camp Dates: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_ Phone & Email: \_\_\_\_\_  
 First Aid Provider/Your Camp Nurse: \_\_\_\_\_ Certification: \_\_\_\_\_  
 Person who will be checking-in your Group: \_\_\_\_\_ Check-In Location: \_\_\_\_\_  
 Final Count: \_\_\_\_\_

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.

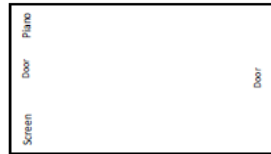
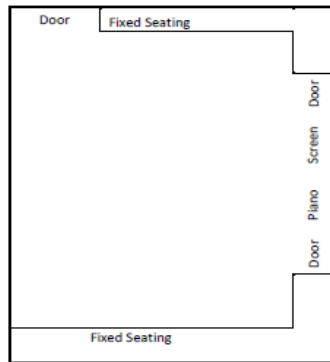
Sequoia Chapel  
 capacity 260 facing stage, capacity 200 facing side

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 use the next page for any other notes or setup details you may have.**

# Questions or additional requests:

Communion?  
\$15 for 50 guests

Bonfire?

## Linen Request Sheet

Group Name \_\_\_\_\_ Conference Date \_\_\_\_\_

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

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