

Booking Policies for Pilgrim Park Camp

1. **Reservations/Contract/Deposit:** All groups, including ESCROW account holders, must make their reservations through the camp office and reservations may not be made more than a year in advance. All groups, except ESCROW account holders are required to pay a deposit. The deposit will be applied toward the organization's final bill. If deposit is not received by due date, the space will be opened to other groups. All groups including ESCROW Account holders must return a signed contract to ensure reservation.
2. **ESCROW:** Groups who wish to book multiple retreats at either site can pay a deposit of \$500.00 to an ESCROW account. The ESCROW will guarantee all reservations made by an organization. However, should a retreat be cancelled you will be billed the standard deposit amount for the cancellation of that retreat. Failure to pay for your cancellation will result in the forfeit of your reservations and closure of your ESCROW Account. To inquire about or to start an ESCROW Account, call the Outdoor Ministries Office at 815-447-2390.
3. **Minimum Occupancy:** To more fully utilize the site, all facilities have a stated minimum number of guests (paying participants). If your group is unable to meet the minimum, we reserve the right to shift your group to other facilities OR to retain your chosen facility; you may guarantee usage of the facility by paying the minimum. If a shift becomes necessary, we will contact you to discuss the options. The number of participant numbers must justify the use of multiple facilities.
4. **Rental Fees:** All groups are charged lodging fee, meal charges and an improvement fund fee. All charges are a per person fee.
5. **Day Use Fee:** There is a day use charge of \$10.00 per person per day for all retreat participants that are not staying overnight. **Due to the nature of specialty groups such as quilters, scrapbooking, etc, an additional \$5.00 fee will be applied.** For day meetings, there is a day use charge of \$10.00 per person with a minimum fee of \$100.00.
6. **Check In and Check Out:** Check-in time is 4 p.m. and check-out time is 10 a.m. or two hours after the group's final meal prepared by the camp. Early arrivals and late departures may be arranged by contacting camp office via e-mail or phone. An additional charge of \$25.00 per hour time slot will be applied.
7. **Meal Service:** There is a minimum of 14 people required for meal service. All groups must confirm meal totals no later than 2 weeks prior to arrival. Please contact the camp office with the number of people for each meal reserved and any dietary issues your group may have so adequate supplies can be ordered. First and last name is required for the persons with dietary issues. **If the camp office needs to contact your group (by phone or e-mail) for meal totals and dietary issues, there will be a \$50.00 fee applied to your invoice.** Once confirmation of meal count is made, your group will be charged for total meals reserved. Please e-mail or call with your group meal count along with any dietary needs or food allergies your group may have.
8. **Reservation Renewal:** For ten days immediately following a group's retreat the camp office will tentatively hold the same time slot (comparable dates) and the same facility or facilities for your group for the following year, including roaming holidays such as Martin Luther King Jr. Day, Easter, Memorial Day, Labor Day, and Columbus Day. However, this will exclude times when sponsored events (summer camps and other events sponsored by the Outdoor Ministry System or the Illinois Conference) are a priority. All groups, including ESCROW Account holders, must contact the camp office within those 10 days to confirm their reservation for the next year. After 10 days, the time slot will be available to other groups.
9. **Cancellations:** Cancellations of one or more facilities must take place 90 days prior to your scheduled event in order for you to receive a refund minus a \$50.00 cancellation fee. If cancellation of one or more facilities is less than 90 days prior to your scheduled event, the group will be responsible for each individual facility deposit. If cancellation of reservation is less than 2 weeks prior to the event, groups will be charged for meals and deposits for facilities reserved. All cancellations must be made through the camp office. Groups that have an ESCROW Account or are sponsored by the Illinois Conference will be billed for the appropriate facility deposit or cancellation fee.
10. **Weather Cancellation Policy:** In the event that the roads are closed due to the weather conditions on the day of your expected arrival you must notify the appropriate camp office by 4 p.m. that you are canceling for the evening. Groups will be required to arrive as soon as possible the next day and will be billed only for services received. In the case of a one-night reservation, the group has the option to rebook their retreat in the same calendar year and subject to availability. We will apply the deposit toward this new reservation.
11. **Finance Charge:** There will be a 2% finance charge per month (24% annually) added to all billing invoices not paid within 30 days of invoice date.
12. **Pet Policy:** No pets are allowed on the grounds as a condition of use for Pilgrim Park facilities.

Improvement Fund

The **\$3.00** fees collected are deposited in the Pilgrim Park Improvement Fund and are used to help with the upkeep and maintenance of the facilities and to underwrite the ministry of Pilgrim Park.

Pilgrim Park Camp * 26449 1340 N Ave * Princeton IL 61356-8790

Email: odmregistrar@gmail.com * Phone: 815-447-2390 * Fax: 815-447-2205 * Office Hours: Monday-Friday 8:30 a.m.-3:30 p.m.

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