

# Eastern University Conference Services

## Facility and Service Request Form for Overnight Camps

FSR-OC

### Organization Information

Org. Name

Billing Address

City  State  Zip Code

Name of Event

### Contact Information

Contact Name

Address

City  State  Zip Code

Email

Phone  Ext.  Fax

Cell Phone

### Part #1

#### Client information

Please provide the legal name and billing address of your organization as printed on any checks used for paying deposits and balances. In addition we ask that you please provide us with the name and contact information of the individual responsible for all correspondence with Eastern University Conference Services.

#### Type of Event

- Sports Camp
- Mission Camp
- Academic Camp
- Leadership Camp
- Family Retreat
- Other

### Part #2

#### Overnight Accommodations

Please be aware that lodging facilities and keys are not available until after 4pm on the first day of your event. All personal items must be removed from the rooms and keys returned by 9am on the last day of your event. Alternate times for check-in and check-out may result in an additional charge and are subject to availability. Please be as accurate and realistic as possible with the numbers you provide. A Guaranteed Minimum Number (GMN) will be required 15 working days prior to the arrival date specified below (see more below regarding GMN). An 8% State and Local Occupancy Tax applies to all overnight accommodations less than 30 consecutive days regardless of tax exempt status.

#### Dates Requested

Arrival Date  Departure Date

(Check-in begins after 4pm)

(Check-out completed before 10am)

#### Estimated Number of Participants

Adults (12 and up)  Children (3-11)

Day guests

#### Accommodations

Air Conditioning	Elevator	Room Style Preference
<input type="radio"/> Yes	<input type="radio"/> Yes	<input type="radio"/> Suite
<input type="radio"/> No	<input type="radio"/> No	<input type="radio"/> Dorm
<input type="radio"/> If Available	<input type="radio"/> If Available	<input type="radio"/> Combination

Check if you require Bed and Bath Linens (extra charges apply)

Describe any additional lodging needs below

### Meal Plan Parameters

First Meal	Last Meal	<b>Standard Meal Times:</b>
<input type="radio"/> Breakfast	<input type="radio"/> Breakfast	-Breakfast 8am- 9am
<input type="radio"/> Lunch	<input type="radio"/> Lunch	-Lunch 12pm- 1pm
<input type="radio"/> Dinner	<input type="radio"/> Dinner	-Dinner 5pm- 6pm
Date <input type="text"/>	Date <input type="text"/>	<input type="checkbox"/> Alternate/Extended meal times requested
		<input type="checkbox"/> Special dietary needs

Specify extended meal times and/or special dietary needs below

### Catering

Describe any special catering needs (bagged lunches, BBQ's, Coffee service)  
Call for more information

### Part #3

### Dining and Catering

Please provide the meal type and date of the first and last meals of your event. All overnight guests are required to carry a meal plan that includes all meals starting with the first meal specified and through the last meal specified. The purchaser will be financially responsible for all meal plans of conference participants regardless of meal attendance unless special arrangements are made with an EU Conference Coordinator no less than 15 working days prior to the event. All attempts will be made to accomodate individual dietary needs within the abilities of our facilities (Minimum 30 days notice). Sodexo Dining Services holds the right of first refusal for all catering needs on the University property. Additional fees may apply for additional catering, extended meal times and special dietary needs.

### Part #4

### Meeting Space

Please provide the location details for your event, i.e. meeting space and set up needs, audio visual, and recreational space. Specify whether you will need the space exclusively reserved for the entirety of your event or if the space will be available for use when not in use by you. If you would like to request specific spaces (i.e. Gough Great Room, Main Gym etc) feel free to list them in the requirements field, though the space is not guaranteed until the space confirmation is completed. All technology requests (Sound systems, projectors, TV, DVD/VCR) must be submitted no less than 30 working days prior to the arrival date of the event. Recreational "free time" activities are on a "first come first serve" basis for any un-reservable space outdoors (i.e. volleyball courts, grassy areas). The outdoor pool is available on a limited basis and will incur an additional fee.

### Main Meeting Space (Assembly)

Capacity  Set-up   Exclusive

Requirments (A/V, staging, tables etc.) Call for more information

### Additional Meeting Spaces (Break-out)

Capacity  Quantity  Set-up   Exclusive

Requirments (A/V, staging, tables etc.) Call for more information

### Athletic Facilities (sports camps only)

- Turf Soccer Field
- Main Gymnasium
- Turf Field
- Rec Gymnasium
- Baseball Field
- Softball Field

### Recreational Facilities

Describe/Specify any planned recreational activities and requested times

**Information regarding the reservation of space for all returning clients:**

If your group utilized Eastern University Conference facilities and services last season, a tentative reservation is automatically in effect until mid October, at which point a facility request document must be completed and sent in order to extend the reservation until the terms described below. If a facility request document is not received at the above date, Eastern University reserves the right to sell any unreserved space.

**Information regarding the reservation of space for all returning and new clients:**

Pending acceptance and availability at the time this document is completed and received, a *temporary* reservation for the above listed dates and facilities will ensue. This reservation will be honored for 30 days at which point, or before, a signed contractual agreement between Eastern University and the purchaser must be acquired along with a \$500 deposit in order to extend this reservation up until and through the dates of the event specified above. If a signed contract and deposit are not acquired within 60 days Eastern University reserves the right to sell any unreserved space.

**Information regarding client responsibilities:**

The \$500 dollar **non-refundable deposit** is due upon contract signing and an additional 30% of all estimated costs will be required by March 30. Deposits will be credited towards the final balance or will be forfeited upon client cancellation. Payment of the remaining balance will be required within 30 days after the conclusion of the event.

\_\_\_\_\_  
initial

Please compliment this facility request document with a full **schedule** of activities listing meeting room specifications and times at your earliest convenience, but no less than thirty (30) working days prior to the arrival date.

\_\_\_\_\_  
initial

All **technology (A/V) requests** must be finalized no less than thirty (30) working days prior to the arrival date. We will not be able to guarantee availability of equipment and resources for any requests made after this time.

\_\_\_\_\_  
initial

All groups that wish to utilize Eastern University facilities must provide a **proof of insurance** coverage with a minimum of \$1,000,000 liability naming Eastern University as additional insured during the full length of the conference. In addition, when the conference includes minors, the group must show proof of \$250,000 Sexual Abuse / Molestation Insurance naming Eastern University as additional insured during the full length of the conference. Proof of insurance must be provided no less than thirty (30) working days prior to the arrival date.

\_\_\_\_\_  
initial

All groups must provide a **Guaranteed Minimum Number (GMN)** no less than fifteen (15) full working days prior to the arrival date. In the event a GMN is not provided at the due time, the number of participants specified in this document *FRS-OC 2008* will serve as a GMN carrying all financial responsibilities therein.

\_\_\_\_\_  
initial

**Floor plans** and spreadsheets listing all reserved lodging will be sent no more than thirty (30) working days prior to the arrival date and must be returned no less than ten (10) working days prior to the arrival date specifying all room assignments and guest names attending the conference.

\_\_\_\_\_  
initial

I understand that this form is NOT a contractual agreement but rather a guide for specifying client responsibilities and for Conference Services at Eastern University to use to determine price and availability.

**Please return by mail or fax to:**

**Eastern University Conference Services  
1300 Eagle Road  
St. Davids, PA 19087  
Fax: 610-341-4371**