

Important Reservation Information

WEEKLY RESERVATIONS:

- Check-in after 2:00pm Saturday. Check-out 9:00am the following Saturday morning.
- Reservations accepted in writing or web form (post-marked or submitted) October 15th, 2011 or later. (If mailing, use certified mail to ensure receipt)
 - o Reservations received between October 15 and November 1 will be processed randomly starting November 1st, 2011.
 - o Reservations received after November 1st, 2011 will be processed in the order received, **after** the above are processed.
- Group reservations should be mailed in the same envelope.
- No reservations accepted by **fax or email**.
- Weekly reservations accepted by **telephone** starting on December 1st, 2011. It is not necessary to send this form for telephone reservations.
- **Deposit must be paid by credit card when making telephone reservations.**
- Reservations must include **names of all room occupants**, even if reservations are made by one individual.
- **Reservations made prior to May 2nd, 2012 will be charged for a full week. No refunds for a shortened stay.**
- Confirmation will be mailed to you when your reservation is finalized.

PARTIAL WEEK RESERVATIONS: (2 night minimum)

- Check-in after 2:00pm the day of arrival. Check-out 9:00am the day of departure.
- Accepted by telephone, writing or web form starting May 2nd, 2012.
- To compute approximate daily rate, divide the weekly charges by 6.5. (One free night of lodging is provided with weekly reservations).

DEPOSITS & PAYMENTS:

- Reservations must include check or credit card number (MasterCard, Visa, or Discover) for the proper amount of deposit and memberships.
- If deposits are not paid in full, guests will be notified of the amount due to satisfy the deposit. Full deposits must be received within 2 weeks of making reservation, or the reservation will be cancelled.
- **Deposits are non-refundable and non-transferable to other persons.** Deposits cannot be converted into an Associate Membership. Deposits can be transferred to new reservation

dates if changed 1 month or more before the arrival date, and if held by the same guest, but must be used in the same summer season.

- **Payment is due 4 weeks before arrival.** When paying deposit by credit card, the balance due will be charged to that card 4 weeks prior to arrival. If full payment is not received 4 weeks prior to arrival, the reservation(s) will be cancelled and deposit(s) forfeited.
- **No refund for late arrival or early departure.**

CANCELLATIONS:

- All cancellations must be made by telephone and confirmed in writing.
- **If cancellation is made less than 4 weeks prior to arrival, the full amount is forfeited.**
Reservations are non-transferable.

ACCOMMODATIONS:

- If we cannot meet your request, we will call you.
- There must be at least one adult charge per accommodation. Occupants must be at least 18 years of age to reserve an accommodation.
- Maximum occupancy (includes newborns) per accommodation must be adhered to at all times. Please call or visit www.camp-of-the-woods.org for specific rates and maximum occupancy limits for each accommodation.
- No subletting of accommodations allowed. Accommodations must be occupied by the guest registered.

MEALS & GRATUITIES:

- Meal plans for **either the Purdy Center Dining Room or Hill Dining Hall** are included in reservation costs, unless renting an efficiency unit. Meal plans may not be split between the two dining areas.
- Reservation costs do **not** include gratuities for Wait Staff or Housekeepers.
- Meals in either Dining Room may not be transferred to other individuals.

VACATION ACCIDENT INSURANCE: included in reservation rates

MEMBERSHIPS IN GOSPEL VOLUNTEERS, INC.:

- **Resident Memberships:** Everyone staying at CAMP-of-the-WOODS must purchase membership (once per calendar year) and adhere to all policies. The fee is for everyone 8 years and older. Memberships are non-transferable.
- **Associate Memberships:** A separate brochure explaining Associate Membership benefits for guests not staying on Camp grounds is available. Memberships are non-transferable.

Note: Registration implies permission to use likeness in any CAMP-of-the-WOODS promotional material. Smoking is not permitted in rooms. Alcohol is not permitted on the grounds or in guest rooms. Appropriate, modest beach attire must be worn by all guests. One piece bathing suits for girls and women are required.