

# Bellwether FARM

CAMP • RETREAT • EDUCATION CENTER



## Event Inquiry Packet



Thank you for considering Bellwether Farm Camp, Retreat, and Education Center. We look forward to serving you. Please review the information carefully.

To begin the reservation process, please complete, sign, and return the reservation inquiry form to [info@bellwetherfarm.com](mailto:info@bellwetherfarm.com).



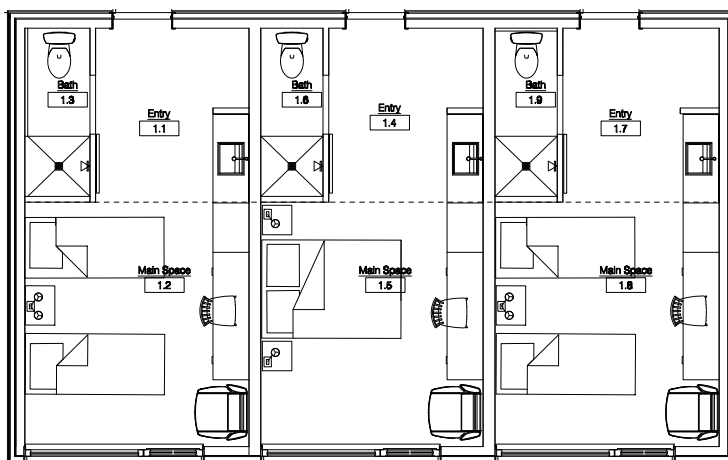


# Space Details and Amenities • Bellwether Farm

## - Retreat Rooms -

### Pasture View Retreat Rooms-15 total rooms in five 3-room units.

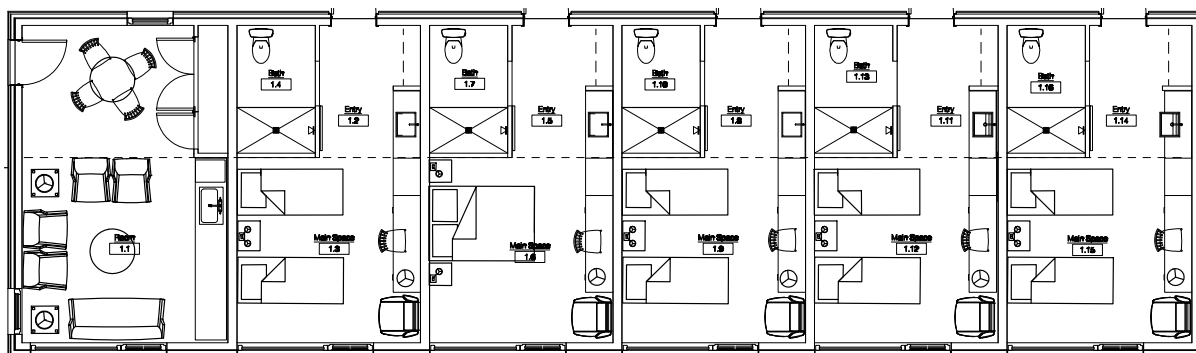
- Each room has 2 twin beds
- Each room can accommodate 1-2 guests \*
- Self-contained bathroom, WiFi, climate control, linens provided
- Outside access to a kitchenette and communal gathering space



### Forest View Retreat Rooms-25 total rooms in five 5-room units.

- In 20 rooms: Each has 2 twin beds
- In 5 rooms: Each has 1 queen bed
- Each room can accommodate 1-2 guests \*
- Self-contained bathroom, WiFi, climate control, linens provided
- Direct access to a kitchenette and communal gathering space
- Two 5-room units (10 total rooms) are ADA accessible

*\*Different prices for single vs. double occupancy. Limited cots are available upon request and as space allows.*



## - Seasonal Cabins -

The seasonal cabins sleep 10 people. There are four bunk beds and two extra-long twin beds. There is a communal bathroom, but no bathroom inside the cabins.



# Space Details and Amenities • Bellwether Farm

## - Dining and Meeting Building- First Floor - (ADA Accessible)

### Dining Room\*

- 10-person rounds; 8' tables; and 200+ chairs available

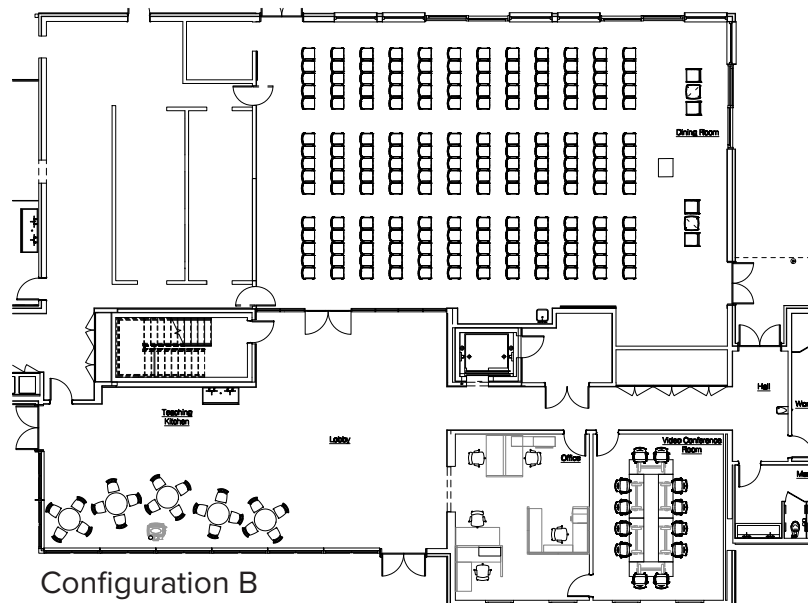
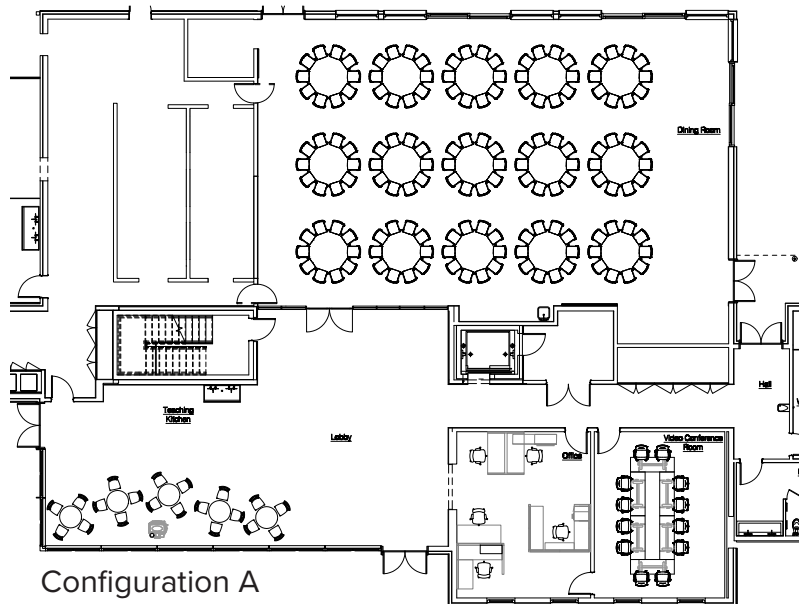
### Kitchen

- Fully-equipped commercial kitchen

### Zoom Video Conference Room\*

- A/V, Projector, and Zoom Video Conferencing set-up
- Accommodates up to 12 people

*\*Tables and chairs available for various configurations.*



# Space Details and Amenities • Bellwether Farm

## - Dining and Meeting Building- Second Floor - (ADA Accessible)

**Small Meeting Room**- accommodates up to 4 people

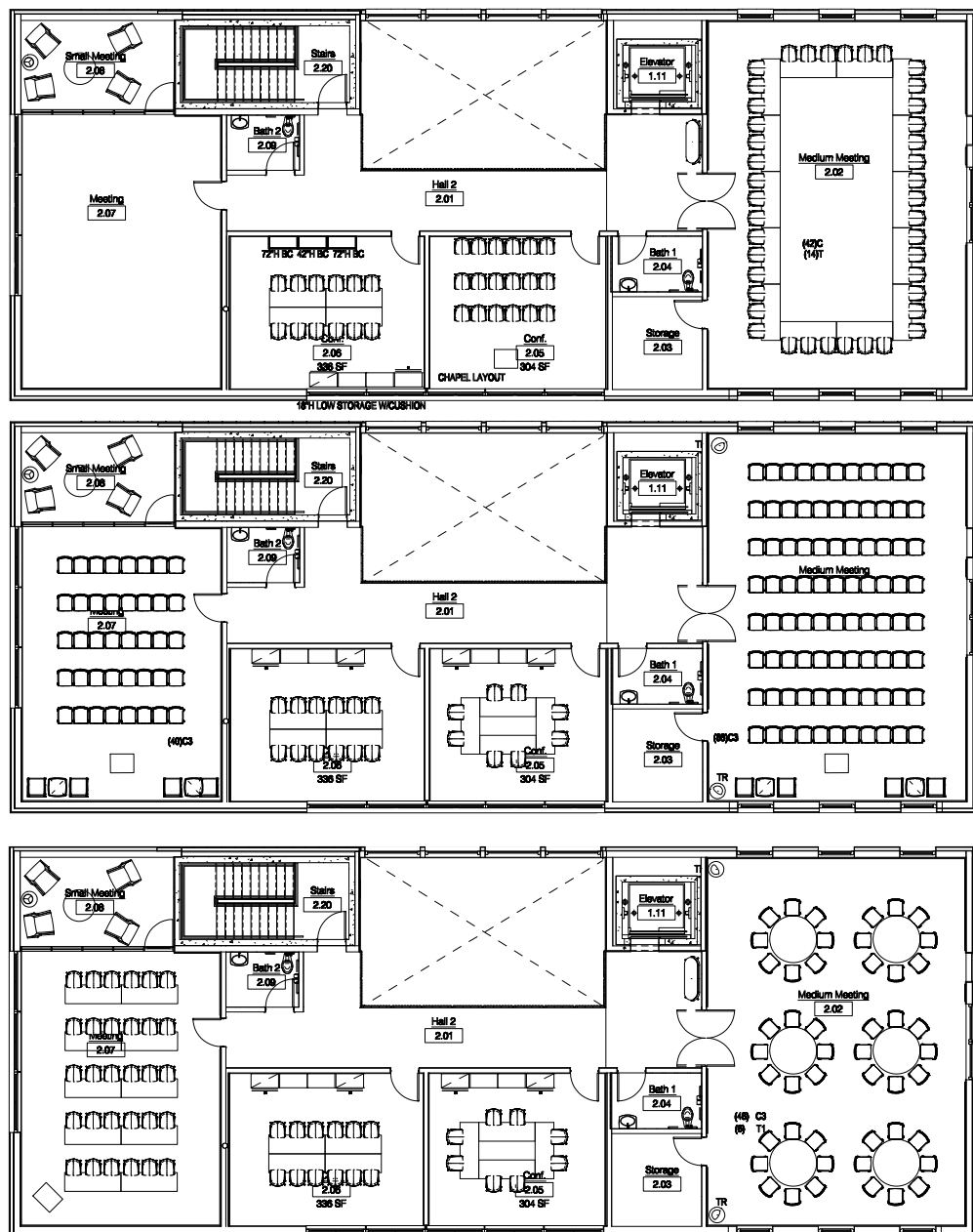
**South Meeting Room\***- accommodates up to 50 people

**Library\***- accommodates up to 15 people

**Small Meeting Room\***- accommodates up to 15 people

**North Meeting Room\***- accommodates up to 75 people

*\*Tables and chairs available for various configurations.*



# Guidelines and Policies • Bellwether Farm

## **- Minimum Group Size –**

A minimum of 5 people is required for all retreats and meals. Special requests for a smaller group size will be handled on a case-by-case basis and is dependent on availability.

## **- Deposit –**

A non-refundable reservation deposit of 25% is due along with a signed Use Agreement Contract within 21 days of receiving to reserve the date requested. The reservation deposit is non-refundable and will be applied to your final bill. Dates will be released without a deposit and signed Use Agreement Contract. Dates will be released after 21 days without a deposit or signed Use Agreement Contract.

## **- Use Agreement Contract –**

A signed Use Agreement Contract is required in addition to the non-refundable 25% deposit to lock in your dates with the Bellwether Farm Camp, Retreat, and Education Center. Dates will be held for you until 21 days after the contract is emailed to you. If the signed contract and non-refundable 25% deposit have not been received, your reservation will be released.

## **- Guaranteed Number of Attendees –**

Your guaranteed number of attendees is due 14 days prior to your arrival. You may increase your group number at any time if space allows, but payment for the balance is due at time of changes. If your event's guaranteed number of attendees is not received 14 days prior to the arrival date, you will be billed for the reserved guests and/or rooms at the contracted rate. You will provide the guaranteed number of attendees in the Event Reservation packet, which you will receive shortly after completing this form.

## **- Payment –**

A final invoice will be sent a month before your event. Full payment is due 2 weeks before the day of the event. We accept all major credit cards and checks. Make checks out to Bellwether Farm.

## **- Cancellations and Refunds –**

Your deposit is non-refundable. All cancellations must be received in writing 21 days prior to your contracted arrival date.

Cancellation Fees:

The cancellation fee is equal to the full cost of all cancelled rooms and meals.

- a. The cancellation charge shall be available as a credit towards a future event within 12 months less a "rebooking fee" of the lesser of \$200 or 5% of the total expected charges.
- b. If cancellation is necessary due to Ohio Department of Health directives, Bellwether Farm facilities disruption the organization may reschedule without penalty to a mutually agreed upon date within twelve (12) months.

## **- Last Minute Changes –**

If there are last minute additions for your event, Bellwether Farm will make every effort to accommodate the additional persons, provided space is available. Bellwether Farm will provide an additional invoice for "add-ons" at the regular per person rate. Payment is expected at time of changes or upon arrival. Any request made after this 14-day deadline will incur an administrative surcharge of \$25.00 per request.

## **- Insurance and Damage –**

By signing the required Use Agreement Contract you agree to indemnify, defend, and hold harmless Bellwether Farm Camp, Retreat, and Education Center and the Episcopal Diocese of Ohio against all claims arising out of the use of Bellwether Farm Camp, Retreat, and Education Center. Your group is responsible for any damage to the property of Bellwether Farm Camp, Retreat, and Education Center beyond that which is generally considered to be from normal use.

Thank you for your interest in Bellwether Farm. Please send the following pages back to Bellwether Farm at 4655 State Route 60, Wakeman, Ohio 44889 or [info@bellwetherfarm.com](mailto:info@bellwetherfarm.com).

- Reservation Inquiry Form
- Lodging and Programming Requests
- Meeting Room Setup

## Reservation Inquiry • Bellwether Farm

<b>Group Information:</b>				
Today's Date:	Total Number of Expected Participants:	Number of Adults:	Number of Children:	
Organization:				
Billing Address:				
City:	State:	Zip:		
Group Leader:				
Day Phone:		Email:		
Cell Phone:				
<b>Arrival &amp; Departure</b>				
Check-in is after 3:00 p.m. and check-out is by 10:00 a.m. unless prior arrangements have been discussed and agreed upon with the Camp Director.				
Arrival Date:	Arrival Time:	First Meal:		
Departure Date:	Departure Time:	Last Meal:		
<b>Meals</b>				
Please include the number of meals required at each dining time. Meal times are 8:00 a.m., 12:00 p.m., and 6:00 p.m.				
Date:	Breakfast:	Lunch:	Dinner:	Snack (list time):



## Lodging Requests

Please review this section carefully to select lodging options.

☐ Retreat Room(s)

Number of Rooms Requested:

Single Occupancy: \_\_\_\_\_

Double Occupancy: \_\_\_\_\_

☐ Standard Cabin

Number of Rooms Requested: \_\_\_\_\_

☐ Tent Camping

Number of People: \_\_\_\_\_

## Programming Requests

Please review this section carefully and provide the number of guests per lodging option.

Activity	Date	Time
Canoeing with a Bellwether Farm Lifeguard: 1 guard per 20 people		
Swimming with a Bellwether Farm Lifeguard: 1 guard per 20 people		
Fishing <ul style="list-style-type: none"><li>• Group provides poles, gear, and bait</li><li>• Catch and release only</li></ul>		
Campfire <ul style="list-style-type: none"><li>• Kindling, fire wood, and water bucket provided.</li><li>• Group is responsible for providing matches, lighting, and extinguishing fire after each use.</li></ul>		

## - Meeting Room Setup -

We offer the following furniture layout and A/V options. Please list your selections on the lines provided below:

### Furniture Layout Options

- Auditorium Style: chairs only with an aisle
- Classroom Seating: seminar tables with 3 chairs at each table
- Boardroom Seating: seminar tables in a rectangular shape with 3 chairs at each table
- Horseshoe Seating: seminar tables in a U shape with 3 chairs at each table
- Circle of Chairs: tables and chairs left stacked for your own use

### Audio/Visual Equipment Option

- Microphone
- Easel with 1 pad
- Podium
- Music Stand

### Meeting Space Options

- North Meeting Room
- South Meeting Room
- Library
- Small Meeting Room
- Video Conference Room
- Dining Room
- Multi-purpose Barn
- Outdoor Pavilion (various sizes)

Meeting Space: _____	Furniture Layout: _____
Date: _____ Number of People: _____	A/V Needs: _____
Additional Tables for Supplies: _____	Extra Chairs: _____
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Date: _____ Number of People: _____	A/V Needs: _____
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Date: _____ Number of People: _____	A/V Needs: _____
Additional Tables for Supplies: _____	Extra Chairs: _____

## - Prayer Service -

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## - Holy Eucharist -

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## - Compline -

Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

## **Guidelines and Policies • Bellwether Farm**

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