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.

4655 State Route 60 • Wakeman, Ohio 44889 • bellwetherfarm.com • 440.839.0088 • info@bellwetherfarm.com


Bellwether
FARM
Key
1.) Animal Barn
2.) Maintenance Barn
3.) High Tunnels
4.) Farmhouse
5.) Orchard
6.) Welcome & Storage Barns
7.) Parking
8.) Playing Field
9.) Arts Cabin
10.) Nurse's Cabin
11.) Youth Camp
12.) Worship Barn
13.) Retention Pond
14.) Dining & Meeting Building
15.) Adult Retreat
16.) Staff Housing
17.) Apiary
18.) Recreational Pavilions
19.) Storage Pavilion
20.) Vegetable Production
21.) Pasture
22.) Natural Areas & Trails
23.) Pond
N
250 ft
500 ft

# 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 up to three guests (including use of a provided cot)
- Self-contained bathroom, WiFi, climate control, linens provided



**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 up to three guests (including use of a provided cot)
- Self-contained bathroom, WiFi, climate control, linens provided, radiant floor heat
- Direct access to a kitchenette and communal gathering space (five in total)
- 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. There is electricity in the cabins, but there is no heat.**





## - Dining and Meeting Building- First Floor -

(ADA Accessible)

**Dining Room***

- 8-person rounds; 8' tables
- Accommodates 120-160 people

**Zoom Video Conference Room***

- A/V, Projector, and Zoom Video Conferencing set-up
- Accommodates up to 14 people

**Tables and chairs available for various configurations.*







# Space Details and Amenities • Bellwether Farm

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

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

**Library***- accommodates up to 15 people
**Oratory***- accommodates up to 15 people
**North Meeting Room***- accommodates up to 75 people

Worship Barn* - accommodates up to 150 people

**Tables and chairs available for various configurations.*











# Bellwether Farm Guidelines and Policies

**- Minimum Group Size –**

A minimum of 15 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 shall be dependent upon availability.

**- Deposit & Use Agreement Contract –**

A 25% non-refundable reservation deposit is due with a signed Use Agreement Contract within 14 days of receipt to reserve the requested date(s). The reservation deposit is non-refundable and will be applied to your final bill. If the deposit and signed Use Agreement Contract have not been received by Bellwether Farm within 14 days of booking, the dates and facilities requested will be released to other inquirers.

**- Guaranteed Number of Attendees –**

You may increase your group number at any time as space allows. An additional deposit may be required when changes are requested. Your guaranteed number of attendees is due 14 days prior to your scheduled arrival date. If the anticipated attendance is not updated 14 days prior to the arrival date, your group will be billed for the original number of guests and/or rooms at the contracted rate or the actual attendance, whichever is greater.

**- Final Payment –**

Your final count is due 2 weeks before your event (we recommend closing your registration before that date). We will send your final invoice after we receive your count. **Full payment is due 1 week before the day of the event.** We accept all major credit cards, money orders, and checks. Make checks payable to Bellwether Farm.

**- Cancellations and Refunds –**

Event cancellation must be in writing. Deposits become non-refundable ninety (90) days prior to your contracted event. If you choose to cancel within the 90-day window prior to your event, your deposit will be applied to another event that your group schedules to hold within twelve (12) months of the cancellation date. If unused, your group shall forfeit the deposit twelve (12) months after the original event cancellation date. If your group cancels the re-booked event, the deposit shall be forfeited upon the second cancellation.

**- Last Minute Changes –**

If late changes become necessary, Bellwether Farm will make every effort to accommodate the additional people, provided space is available. Bellwether Farm will provide an additional invoice for “add-ons” at the regular per person rate. Payment is expected at the time changes are made. Be advised certain dietary restrictions might not be provided if added last minute.

**- 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. **A Certificate of Insurance is required 3 weeks prior to the date of your event.**

**-Space Utilization-**

We ask that groups only utilize the contracted meeting spaces. If additional meeting rooms are used, both cleaning and additional meeting room charges will be assessed. Retreat room, common space, and seasonal cabin furniture should not be moved.

# Reservation Inquiry • Bellwether Farm

## Title of Event:

| 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: | PO# | | |

## Arrival & Departure

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 Executive Director.

| Arrival Date: | Arrival Time: | First Meal: |
|---|---|---|
| Departure Date: | Departure Time: | Last Meal: |

## Meals

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 / Hors d'oeuvre (List times) |
|---|---|---|---|---|
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## Lodging Requests

Please review this section carefully to select lodging options.

☐ Retreat Room(s)

Number of Rooms Requested:

Single Occupancy: _____

Double Occupancy: _____

☐ Standard Cabin (Seasonal)

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 |
|---|---|---|
| Farm Tour | | |
| Farm Chores | | |
| Gardening | | |
| Canoeing | | |
| Baking | | |
| Farm to Table Cooking class | | |
| Forge to Feast | | |
| Jewelweed Salve | | |
| Birding | | |
| Ecology Hikes | | |
| Forging Hike | | |
| S'mores | | |
| Paper Making & Journal Binding | | |
| Beeswax Chapstick, Food Wraps or Candles | | |
| Volunteer | | |
| Catch Release Fishing, Canoing, | | |

# - 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 (hand held)
- Easel (White pad not supplied)
- Podium

**Meeting Space Options**

- North Meeting Room (piano available)
- South Meeting Room
- Library
- Oratory
- Video Conference Room
- Worship Barn (piano available)
- Dining Hall (piano available)

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

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

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

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

**Video Conference Room**
Date: Number of People: _____
Additional Tables for Supplies: _____
Furniture Layout: _____
A/V Needs: _____
Extra Chairs: _____

**Worship Barn**
Date: Number of People: _____
Additional Tables for Supplies: _____
Furniture Layout: _____
A/V Needs: _____
Extra Chairs: _____