



NATURAL RESOURCE EDUCATION



Reservation Request Form
Holiday Lake 4-H Educational Center, Inc.
1267 4-H Camp Road, Appomattox, VA. 24522
Phone (434) 248-5444 Fax (434) 248-6749

Name of Group _____

Contact Person _____

Address _____

Dates Requested ____/____/____ through ____/____/____ Phone# _____

Estimated number of participants _____ County _____

Arrival time _____ Departure _____

Off Site program ____ Day program ____ Overnight program ____ (all rental space is included in lodging fee except kitchen rental). Please send a copy of your agenda for our information.

Workshops Requested: Cost \$6.00/per person/per day.

Please check

<input type="checkbox"/>	Natural Resources	<input type="checkbox"/>	Forest Investigation	<input type="checkbox"/>	Wildlife Studies	<input type="checkbox"/>	Special Request
<input type="checkbox"/>	Lake/Stream Ecology	<input type="checkbox"/>	Weather	<input type="checkbox"/>	Entomology	<input type="checkbox"/>	
<input type="checkbox"/>	Geology	<input type="checkbox"/>	Herpetology	<input type="checkbox"/>	Ornithology	<input type="checkbox"/>	
<input type="checkbox"/>	Soil Studies	<input type="checkbox"/>	Water Quality	<input type="checkbox"/>	Wild Flower I.D.	<input type="checkbox"/>	

Other Requested Services: Please check

<input type="checkbox"/>	Dining Hall	Accommodates up to 250. \$50.00/day
<input type="checkbox"/>	Conference Room	Accommodates up to 50. \$25.00/day
<input type="checkbox"/>	Bunkhouse kitchen	Accommodates up to 30 for groups preparing own meals. \$25.00/day
<input type="checkbox"/>	Pool	Pool available from Memorial Day through Labor Day. \$25.00/per guard/per hour.
<input type="checkbox"/>	Pool Pavilion	Located above pool area. \$15.00/day
<input type="checkbox"/>	Large Pavilion	Located next to dining hall. \$25.00/day
<input type="checkbox"/>	Canoes	All users must be able to swim, must wear a life jacket and an adult must accompany anyone under age 18. \$25.00/per guard/per hour.
<input type="checkbox"/>	Recreational Equipment	Softballs, bats, basketball, volleyball.
<input type="checkbox"/>	Campfire Circle	Located on lakeshore in front of dining hall. Wood available.
<input type="checkbox"/>	Audio visual equipment	Please circle: slide projector overhead VCR TV
<input type="checkbox"/>	American Income Life Ins. Co.	Secondary Coverage – accident policy available at a charge of .15/day/per person. Cover up to \$2,000.
<input type="checkbox"/>	Camp Store	Sweatshirts, T-shirts, hats and souvenirs. Requested time to open store: _____ am or pm.
<input type="checkbox"/>	Ropes Course & Climbing Tower	Low ropes – a 1-2 hr program, \$6.00/per person. High Ropes or Climbing Tower-\$15.00/per person. Each event last 4 hrs and you must be 12 yrs old. A group of at least 8 and no more than 12.

Food Service:

Please check:

Meals:	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Breakfast							
Lunch							
Dinner							
Snack							

Our serving time for meals is 8:00 a.m., 12:00 noon, & 5:30 p.m. If your group needs different time please indicate: Breakfast _____ Lunch _____ Dinner _____ Snack _____.

Lodging: All lodging is bunk bed style and no linen provided. Please check:

Lodging Area:	Number of rooms and beds:	Total:
Large Bunkhouse	2 rooms upstairs 14 each, 2 rooms downstairs 18 each	64
Lake Lodge	2 rooms/12 each	24
Boy's Bunkhouse	4 rooms/8 each (can provide 3 beds in hallway)	35
Girl's Cabins (not heated)	9 cabins – 1 room with 10 beds	90
Boy's Cabins (not heated)	6 cabins – 1 room with 10 beds	60
Health Clinic	Sleeps 6 – twin beds	6
House	Sleeps 5 – twin beds	5
Trailer	Sleeps 3 – twin beds	3

For more information please contact the Natural Resource Coordinator, Tamara Arrington at tamaraa@vt.edu or (434) 248-5444.

Does your group have their own liability insurance for this activity? ___ Yes _____ No
Can the 4-H Center be named as an additional insured? _____ If yes, please have insurance carrier mail Holiday Lake 4-H Educational Center a certificate of insurance naming the center as additional named insured.

- Please call you guaranteed meal count one week prior to reservation date.
- I understand that a guarantee for meals must be provided and we will be charged for at least the guarantee count.
- Damage to property or premises of the 4-H Center is the responsibility of your group. Cost of repairs and/or replacement will be included on your financial statement. The group will be held responsible for payment.

Please read and sign:

Our organization does not discriminate because of race, color, religion, sex, national origin, handicap, or political affiliation in its program and activities.

Name of Organization _____

Signature _____

Holiday Lake 4-H Educational Center programs and employment are open to all, regardless of race, color, national origin, sex, religion, age, disability, political beliefs, sexual orientation, or marital or family status. If you are a person with a disability and desire any assistive devices, services or other accommodations to participate in the event, please contact the 4-H Center no later than two weeks prior the date assistance is needed. Office hours are Monday through Friday 8am to 4:30pm.

An equal opportunity/affirmative action employer.