



Guest Planning Guide

Revised 12/18/2014

Today's Day and Date: _____

Organization Name: _____

Name of Event: _____

Nature of Event: _____

Contact Name/Group Leader: _____

Phone: (Work) _____ (Home) _____ (Cell) _____

Fax: _____ Email: _____

Billing/Contract Address: _____

City: _____ State: _____ Zip: _____

How did you hear about Chanco on the James? _____

Arrival Date: _____ Estimated Arrival Time: _____

Departure Date: _____ Estimated Departure Time: _____

Overnight Guests: _____ # Day Only Guests: _____

Damage Deposit

All reservations require a credit card be placed on file for damage deposit. This card will not be charged unless damages are incurred. The minimum damage fee will be \$100. Additional fees may be incurred depending on the cost of necessary repairs.

Card on File

Visa Mastercard American Express Discover

Card Number: _____ Expires: _____

Name on Card: _____

Phone Number: _____

Lodging Accommodations

- | | | |
|---|----------------------------|---------------------------------|
| <input type="checkbox"/> Single Occupancy Motel-Style Rooms | \$75/room per night | # of rooms needed: _____ |
| <input type="checkbox"/> Multiple Occupancy Motel-Style Rooms | \$100/room per night | # of rooms needed: _____ |
| <input type="checkbox"/> Chalets (6 per chalet) | \$20/person per night | # of chalets needed: _____ |
| <input type="checkbox"/> Tent Camping (BYO Tent) | \$10/person per night | # of people: _____ |
| <input type="checkbox"/> Manor House | \$425 flat fee per night | (includes 3 bedrooms – 6 beds) |
| <input type="checkbox"/> Watson Lodge | \$1,000 flat fee per night | (includes 8 bedrooms – 18 beds) |

Flat Fee Facility Usage

- Bluff Area _____ \$2,500 flat fee per night
(includes Manor House, 24 motel-style rooms, Flournoy Hall, Pipsico Bay Room, and River View room)
- Entire Facility _____ \$3,750 flat fee per night
(provides exclusive use of all guest spaces – includes all above plus: Watson Lodge and campsites)

Food Service (Please select meal plan and indicate number eating each meal)

Meals

- Standard Meal Plan: Breakfast: \$8.50 Lunch: \$10.50 Dinner: \$18.00 (4 and under free)
- Economy Meal Plan: Breakfast: \$6.50 Lunch: \$8.50 Dinner: \$12.00 (4 and under free)

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Breakfast:	_____	_____	_____	_____	_____	_____	_____
Lunch:	_____	_____	_____	_____	_____	_____	_____
Dinner:	_____	_____	_____	_____	_____	_____	_____

Meal Times: Breakfast: 8:00 am Lunch: 12:30 pm Dinner: 6:00 pm **Special Meal Times:** _____

Special Dietary Needs: _____

Meals are chef's choice unless otherwise specified. 10 Guests minimum. (unless other groups onsite)

Snacks

- Fresh Baked Cinnamon Buns \$21.00 per dozen # of dozens needed: _____ Date/Time/location: _____
- Assorted European Danish \$21.00 per dozen # of dozens needed: _____ Date/Time/location: _____
- Fresh Baked Cookies \$15.00 per dozen # of dozens needed: _____ Date/Time/location: _____
- Fruit Tray _____ Date/Time/location: _____
- Small - \$35 (serves up to 15 people) Medium - \$65 (serves up to 30 people) Large - \$105 (serves up to 50 people)
- Vegetable Tray _____ Date/Time/location: _____
- Small \$30 (serves up to 15 people) Medium - \$50 (serves up to 30 people) Large - \$95 (serves up to 50 people)
- Cheese Tray _____ Date/Time/location: _____
- Small - \$45 (serves up to 15 people) Medium - \$85 (serves up to 30 people) Large - \$150 (serves up to 50 people)
- Reception Food \$8.00 per person # of people: _____ Date/Time/location: _____

(Reception may be held in Dining Hall for \$150 room use fee. Fee waived with \$300 order of reception food)

Other requests may be accommodated. (Price to be determined based on request)

Meeting Space

Chanco will provide one meeting space, appropriately sized for your group, complimentary with an overnight stay. Additional meeting spaces may be reserved for a nominal fee if available.

Indoor Venues

- Flournoy Hall \$200 Main room: 30' X 35', 100 guest capacity Study: 24' X 15', 20 guest capacity
- River View Room (D) \$125 24' X 48', 45 guest capacity
- Pipsico Bay Room (C) \$125 24' X 34', 35 guest capacity
- Dining Hall \$150 (one side only, fee waived with \$300 order of reception food)

Outdoor Venues

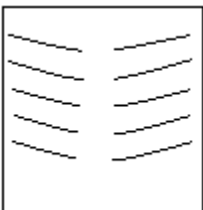
- Pavilion \$150 50' X 100', 300 guest capacity
- The Bluff \$0 300 guest capacity (*spectacular river views*)
- Amphitheater \$0 90 guest capacity (*spectacular river views*)
- Beach \$0 300 guest capacity (*spectacular river views*)

Room Set Up Options: *(If more than one room selected, please indicate room for set up)*

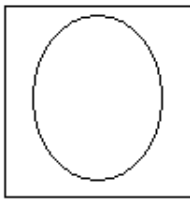
Tables needed: _____

Chairs needed: _____

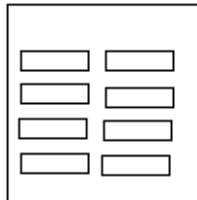
Theatre-style



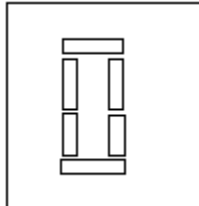
Circle



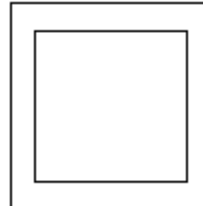
Classroom



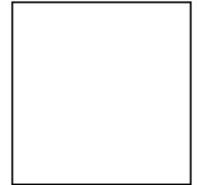
Rectangle



Perimeter



Other



Additional Amenities

- Easel w/pad & markers \$15 each # needed: _____ Location(s): _____
- LCD Projector with screen \$15 each # needed: _____ Location(s): _____
- PA System \$10 1 Available Location: _____
- Podium \$0 1 Available Location: _____
- Gas Grill \$10 1 Available Location: _____
- Golf Cart \$25 1 Available

Programs and Activities

Retreat in a Box Programming

Chanco has skilled facilitators who will organize and facilitate your retreat. An experienced Christian educator will present material, lead open discussions, train small group leaders, and provide age appropriate ideas and materials for you group.

In the Sanctuary of the Trees

One Day - \$350

Two Day/One Night - \$500

Three Day/Two Night - \$750

Dr. Seuss

One Day - \$350

Two Day/One Night - \$500

Three Day/Two Night - \$750

Campfire

Campfire

\$25 each

needed: _____

Date/Time: _____

S'mores

\$2.50 per person

needed: _____

Date/Time: _____

Swimming

Swimming Pool

\$50 per day

Date: _____

(Anyone under the age of 18 must be accompanied by an adult – no lifeguard on duty, swim at your own risk)

Boating

Kayaks (life jackets mandatory)

\$10.00 per person

of participants: _____

Date/Time: _____

Canoes (life jackets mandatory)

\$10.00 per person

of participants: _____

Date/Time: _____

(Anyone under the age of 18 must be accompanied by an adult. No river use after 6 pm)

Ropes Course (Minimum of 8 participants)

Up to 30 participants - \$200 instructor fee. Additional instructors will be added at \$100 per each.

Zip Lines

\$10.00 per person

of participants: _____

Date/Time: _____

High Ropes

\$10.00 per person

of participants: _____

Date/Time: _____

Low Ropes

\$5.50 per person

of participants: _____

Date/Time: _____

High/Low Ropes Combo

\$12.50 per person

of participants: _____

Date/Time: _____

Zips/Low Ropes Combo

\$12.50 per person

of participants: _____

Date/Time: _____

Zips/High Ropes Combo

\$17.50 per person

of participants: _____

Date/Time: _____

Chanco on the James – fax to 757-294-0727 or mail to, 394 Floods Drive, Spring Grove, VA 23881