

Guest Planning Guide

Revised 08/01/2022

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:					
		Zip:			
How did you hear about Chanco on the Jame	es?				
Arrival Date:	Arrival Date: Estimated Arrival Time:				
Departure Date:	Estimated Dep	arture Time:			
# Overnight Guests:	# Overnight Guests: # Day Only Guests:				
are incurred. The minimum damage fee will be repairs. Card on File □ Visa □ Mastercard □ Americans	ne \$100. Additional fees may rican Express □ Disco				
Card Number: Name on Card: Phone Number:		CVW Code			
Lodging Accommodations □ Single Occupancy Motel-Style Rooms □ Multiple Occupancy Motel-Style Rooms □ Chalets (6 per chalet) □ Tent Camping (BYO Tent) □ Manor House (10 person maximum) □ Watson Lodge (30 person maximum) □ Taylor Infirmary Flat Fee Facility Usage	\$90/room per night \$110/room per night \$20/person per night \$10/person per night \$425 flat fee per night \$1,000 flat fee per night \$350 flat fee per night	# of rooms needed: # of rooms needed: # of people: # of people: (includes 3 bedrooms – 6 beds) 10 guest max (includes 8 bedrooms – 18 beds) 30 guest max (includes 3 bedrooms – 5 beds)			
□ 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, Taylor Infirmary, and campsites)					

Food Service (Please se	elect meal plan and ir	ndicate number eating ead	ch meal)	
Meals				
□ Standard Meal Plan:	Breakfast: \$9.50	Lunch: \$12.50	Dinner: \$20.00	(4 and under free)
□ Economy Meal Plan:	Breakfast: \$7.50	Lunch: \$10.50	Dinner: \$14.00	(4 and under free)
Day 1	Day 2 D	ay 3 Day 4	Day 5	Day 6 Day 7
Breakfast:				
Lunch:				
Dinner:				
Meal Times: Breakfast: 8	3:00 am Lunch: 12:30	pm Dinner: 6:00 pm Spe	ecial Meal Times:	
Special Dietary Needs:_				
Meals are chef's	choice unless other	wise specified. 10 Gues	ts minimum. (unless	other groups onsite)
Snacks				
□ Fresh Baked Cinnamon	Buns \$21.00 per do	zen # of dozens needed	l: Date/Tim	e/location:
□ Assorted European Dar	nish \$21.00 per do	zen # of dozens needed	l: Date/Tim	e/location:
□ Fresh Baked Cookies	\$15.00 per do	zen # of dozens needed	l: Date/Tim	e/location:
□ Fruit Tray			Date/Tim	e/location:
Small - \$35 (serves up to	15 people) Medium	- \$65 (serves up to 30 pe	ople) Large - \$105 (serves up to 50 people)
□ Vegetable Tray			Date/Tim	e/location:
Small \$30 (serves up to 19	5 people) Medium	- \$50 (serves up to 30 peo	ople) Large - \$95 (se	erves up to 50 people)
□ Cheese Tray			Date/Tim	e/location:
Small - \$45 (serves up to	15 people) Medium	- \$85 (serves up to 30 per	ople) Large - \$150 (serves up to 50 people)
□ Reception Food	\$8.00 per pers	son # of people:	Date/Tim	e/location:
(Reception may be held in	Dining Hall for \$150	room use fee. Fee waive	d with \$300 order of re	eception food)

Pets and Emotional Support animals are not allowed. Service dogs that have been individually trained to do work or perform tasks for an individual with a disability are allowed if pre-arranged. The task performed by the dog must be directly related to

Pet Policy

the person's disability.

 $\ \square$ Please check this box if you know of a service animal in the group.

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

Meeting Space

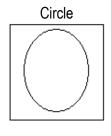
Chanco will provide one meeting space, appropriately sized for your group, complimentary with an overnight stay. Additional meeting spaces may be reserved for a nominal fee if available.

Indoor Venues			
□ Flournoy Hall	\$300	Main room: 30' X 35', 50 guest capacity	Study: 24' X 15', 20 guest capacity
□ River View Room (D)	\$200	24' X 48', 45 guest capacity	
□ Pipsico Bay Room (C)	\$200	24' X 34', 35 guest capacity	
□ Spirit Center/Chapel	\$500		
□ Private Dining Hall	\$250	(one side only, fee waived with \$300 order of	f reception food)
□ Large Dining Hall	\$500		
□ Chickahominy Room	\$125	18' X 20', 15 guest capacity	
Outdoor Venues			
□ Pavilion	\$300	50' X 100', 300 guest capacity	
□ The Bluff	\$0	300 guest capacity (spectacular river views)	\$5.00 per person charge for day use.
□ Amphitheater	\$0	90 guest capacity (spectacular river views) \$	55.00 per person charge for day use

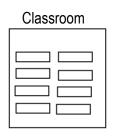
Room Set Up Options: (If more than one room selected, please indicate room for set up)

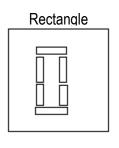
# Tables needed:	# Chairs needed:
------------------	------------------

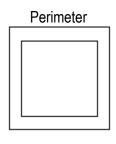
□ Beach



\$0







300 guest capacity (spectacular river views) \$5.00 per person charge for day use

Other	

Additional Amenities (daily rates)			
□ Easel w/pad & markers	\$25 each	# needed:	Location(s):
□ LCD Projector with screen	\$25 each	# needed:	Location(s):
□ PA System	\$50	1 Available	Location:
□ Podium	\$0	1 Available	Location:
□ Electric Piano	\$10	1 Available	Location:
□ Gas Grill	\$50	1 Available	Location:
□ Charcoal Grill	\$50	1 Available	Location:
□ Golf Cart	\$100	1 Available	

Programs and Activities				
Retreat in a Box Programming				
Chanco has skilled facilitators who	will organize and facili	itate your retreat. An experienc	ed Christian educator will present	
material, lead open discussions, tra	ain small group leaders	s, 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 and wood	\$50 each	# needed:	Date/Time:	
□ S'mores	\$2.50 per person	# needed:	Date/Time:	
Swimming				
Up to 18 participants - \$200 lifegua	rd fee (unless a certifi	ed lifeguard within your group a	and Aquatics Waiver signed)	
□ Swimming Pool	\$50 per day		Date:	
(Anyone under the age of 18 must	be accompanied by ar	n adult)		
Boating				
Up to 18 participants - \$200 lifegua	rd fee (unless a certifi	ed lifeguard within your group a	and Aquatics Waiver signed)	
□ Kayaks (life jackets mandatory)	\$10.00 per person	# of participants:	Date/Time:	
□ Canoes (life jackets mandatory)	\$10.00 per person	# of participants:	Date/Time:	
□ Paddleboards (life jackets)	\$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 parti	icipants)			
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:	

Deposit: A non-refundable deposit of 30% of the total estimated bill must accompany the signed contract to guarantee your reservation. Notification (10) days prior to your arrival date with an accurate guests list is required. Any decrease to guest list after the (10) day deadline will not change your billing total. Any additional guest added to group list after the (10) day deadline date will be charged upon check-in *if space is available*.

Payments: Payment is due prior to or at the latest upon arrival. A group's bill needs to be paid in full all at one time, not to be individually submitted by each group member. Credit cards and cash payments are accepted, personal checks are not.

Cancellation: If a group needs to cancel the entire planned event, they must do so (30) days prior to the day of arrival. Rooms and meeting spaces have been reserved, contracted service providers, and food has been ordered and purchased to facilitate your group's event. Cancellation less than (30) days of the contracted arrival date will result in required ½ payment of the total charge on the conference contract.

Damages: The group agrees to be responsible for the cost of cleaning, repair or replacement of any property damaged by members, guests or invitees of the group. Group leaders are encouraged to check on the condition of rooms as participants depart, so that there are no unexpected costs of cleaning, repair or replacement.

Insurance: The group agrees to furnish a Certificate of Insurance listing Chanco on the James as certificate holder and as an additional insured on their General Liability policy, with limits no less than \$500K per occurrence. This must be provided 30 days prior to the reservation date. Any exceptions to this policy must be pre-approved by a Chanco on the James representative prior to the event. Assumption of liability is independent from, and not limited in any manner by, the Group's insurance coverage or lack thereof.

Food Service Agreement: All meals, meal times, meal locations and dietary requirements need to be submitted 10 days prior to arrival.

Check-in/Check-out: Check in time of 3:00 pm and check out time of 10:00 am will be enforced for all lodging/rooms. Groups may continue to use their designated meeting space until 1:00 pm without incurring an additional fee. Early check-in or late check-out must be pre-arranged and will incur an additional fee.

Dog Policy: Pets and Emotional Support animals are not allowed. Service dogs that have been individually trained to do work or perform tasks for an individual with a disability are allowed if pre-arranged. The task performed by the dog must be directly related to the person's disability.