

Final Information Form

Please return this form no later than two weeks prior to your arrival. You can send it via email attachment to guestservices.menolan@gmail.com, send it as a fax to (215)679-0226, or mail it to 1415 Doerr Rd. Quakertown, PA 18951. If you have any questions, please do not hesitate to ask!

Step One:

Please confirm the arrival time of the *first* person planning to arrive at camp. Please remember that our check-in time is between 4pm and 10pm. Please also confirm the departure time of your group. Please remember that we require you to empty all lodging facilities and dorms by 12pm on the day of your departure, but you may enjoy the rest of property in the afternoon! Call for questions.

Arrival: _____ Departure: _____
Date: _____ Time: _____ Date: _____ Time: _____

Step Two:

Let us know if your number of participants has changed and is different from the Event Summary Form
Updated Number: _____

Step Three:

A retreat at camp wouldn't be complete without some time around the campfire. At Camp Men-o-lan, we provide the fuel and will make sure everything is ready to go before you get here. Make sure to bring matches or something to start the fire, and just tell us below which fire place you would like to use by checking the appropriate boxes. If you would like to use a fire pit twice in one stay, your group will be responsible for starting materials for the second use and beyond.

Landis Hall Dining Hall BBQ Auditorium Pavilion West Cabins

Step Four:

If you would like to rent our portable Audiovisual Equipment for your meeting space, please check the equipment for set-up and circle the location. Our portable AV Equipment can be set up in the Auditorium, the Landis Hall Gym, and Wilhemina. In addition, in Landis Hall we have a mounted flat screen TV in the lobby area that can play bluray DVDs or be hooked up to a computer for presentations. Regardless of whether you use one piece of the equipment, or all of it, there is a flat fee of only \$50.

DVD Player Digital Projector Sound System w/ Mics (up to 2) Landis Hall Lobby TV
_____ # of Mics
AUD. LH. W. AUD. LH. W. AUD. LH.

Step Five:

If your group would like the Camp Men-o-lan staff to set up tables and chairs for you in one of the meeting spaces that you are renting, please describe the set-up and where you would like it below. *We recommend confirming this information over the phone with our Guest Services Staff.*

The information above is accurate to the best of my knowledge. To ensure Camp Men-O-Lan's desire to serve each group with the utmost of Biblical hospitality and service, and to respect the rights of additional groups, I agree to abide by the information provided above, and to notify Camp Men-O-Lan immediately should such information change. I understand that Camp Men-O-Lan will charge the number indicated on this form as the minimum number of people and facilities for your event. Any additional attendees or facilities/equipment used will be charge accordingly. I understand that I am responsible for making final payment two weeks prior to our arrival.
I have read, understand, and agree to comply with the Camp Men-O-Lan Cancellation Policy listed in the original contract provided by Camp Men-O-Lan.

Name (printed) _____

Signature _____

Date: _____