

Hosting a Retreat at Camp Mitchell ♡



We're so excited to host you up on the mountain!

As you plan your retreat and prepare for arrival, please take note of the following information.

Sharing the Camp

Retreats, weddings, and private stays throughout the year bring in a revenue stream that allows us to maintain and improve camp's wonderful facilities while keeping summer camp registration costs at an affordable rate. Maximizing our booking opportunities means potentially sharing the camp with other renters. **Unless you've booked an exclusive event, please know that other groups may be onsite during your stay** – they won't be in the spaces you've reserved, but they may be out and about or using a space that will be off limits to your group. We ask that all guests on campus are respectful of other groups on site.

Please be sure to ask about ALL spaces you'd like to use during your stay during the booking process – including the Chapel and the big green field – so that we can make sure they are available if needed. Providing specific days and times of use is helpful for us as we schedule multiple groups wanting use of similar spaces. If you'd like full, unrestricted access to a particular space (such as Hoke or a pavilion) you can always add these to your contract. Other groups will then know they are off-limits.

If you would like to have camp all to yourself (and you're looking at dates with no other standing bookings) you have the option to pay an Exclusivity Fee. This will be \$2,000 - \$4,000 depending on the nature of your booking.

Event Registration

It is up to your retreat leaders or sponsoring organization to handle the registration process, marketing, and communications to participants and potential participants. There are several event registration platforms to choose from which include payment features. A simple google form is a quick way to collect registration information, but payment mode would need to be set up elsewhere.

We encourage retreat groups to share their registration link or process with us so that we can pass it along to anyone who might inquire with us directly. Also, if you'd like us to post a link to your registration form on our website, we're happy to display it on the home page (www.campmitchell.org). This would allow you to use our webpage as a central location for collecting registrations.

Retreat Costs

The total fee for your retreat will depend on the number of buildings or rooms you plan to use, added amenities, and food service costs. Camp Mitchell will create a contract which includes standard rental fee prices for spaces and per head prices for food service. (The per head number for food can be altered up to two weeks before your arrival date at no financial penalty.)

In order to secure your booking, we ask for the security deposit and a signed contract to be returned to our reservationist within seven days of receiving it. The terms of the contract including cancellation fees are outlined within this document.

Retreat Registration Fees

It is up to your leadership to determine what the cost of your retreat will be in order to cover your costs or turn a profit, depending on your goals. Camp Mitchell will require payment for facility usage as stated in the contract, not according to your final retreat registration numbers.

Navigating Numbers

Scheduling a retreat can feel risky if you're not sure how many people will sign up. If you aren't sure but want to hold the date, we recommend booking a minimal amount of lodging on your initial contract. This keeps your financial obligation at a minimum. If another booking inquiry comes in for your same dates, we will check in with you to see how your numbers are shaping up. If registration numbers are rising, you'll have (limited time) first dibs on claiming additional lodging spaces. After one week, however, we'll need open those spaces up to the other party. Once they're added to your booking, you'll be contractually obligated to pay for those facilities.

You might consider non-refundable registration fees for your participants so that last minute changes don't adversely affect your group's ability to cover fees outlined in the contract.

Responding to Registrants

We advise that you respond to inquiries within 24-48 hours if possible. You may not be ready to assign beds yet, but it is important to assure your participants that they are on the list and will have a spot at your event and give them any cost/payment information that you may have. If there is a relatively fast confirmation of registration, then you (or we) receive fewer phone calls from people trying to confirm the registration. Please consider sending out communication about your event regularly to all registrants. We suggest brief emails to be sent at least 1 month, 2 weeks, and then the week before the event, including any schedule details, speaker info, check-in instructions, or other event information.

Food Service

As a full-service camp and retreat center, we're proud to offer delicious "from scratch" meals in our dining hall. You can request an up-to-date food services menu during the booking process. Meals range in cost from \$5 to \$25 depending on the menu and style of service. Most meals are priced per plate, but food service for a happy hour or reception will be priced in a lump sum according to your chosen menu. If you would like food service in a location other than Keller, it can be arranged for an additional fee.

Headcounts for per plate meals can be altered up to two-weeks prior to arrival. If you reduce your numbers after that point, you will still be financially obligated to the headcount which was on the contract at the two-week prior point. Any dietary requests must also be submitted two-weeks in advance to ensure necessary accommodations.

The minimum headcount for meals is 15. You can request meals for less than 15 people, but you will be obligated to pay for 15 plates of whatever menu is chosen.

The per plate change for kids under the age of 10 will be a discounted rate. Kids 3 and under are free.

Lodging Assignments

It is the responsibility of the group leaders to make lodging assignments and communicate them to the group participants. You will receive a lodging chart with bed layouts to assist with this process.

Arrival & Registration

Make a plan for your onsite arrival and registration processes. Determine where a greeter or a registration table will be (make sure this space is known by camp or on your contract). If you need a long table, A-frame signage boards, or other items for welcoming your participants, please let us know in advance. Depending on the size of your retreat, you may want to designate parking attendants. Please let us know in advance if you require assistance from Camp Mitchell staff for any of these roles.

There are no physical keys to distribute to participants staying in onsite lodging. Any access codes needed for gates or doors will be sent to the group leader prior to arrival.

Onsite Camp Staff

Please be mindful that we have Camp staff members living onsite full time in private residences. We ask that you are respectful of their private residences as well as the 10pm-7am quiet hours.

There will be an on-call staff person onsite during your retreat to assist with emergent situations. The on-call phone number is posted in each lodge room. If you are in need of additional camp staff during your retreat, please request this during the booking process so that arrangements can be made.

Information for Guests

We will provide you with a separate document which covers an overview of information for guests at camp. Please send this out to all of your participants during your registration process.

Registration Assistance

For a small fee, Camp Mitchell will be happy to create a registration form, information spreadsheet, and payment link for your event. Your group leader/s will be given access to the spreadsheet which will automatically fill as registrations are submitted online. It will still be up to the group leader/s to handle communications and make bed assignments, etc. but we can set up the system by which people get registered. You will be sent a link which can be sent out to potential guests and it will live on the homepage of campmitchell.org or easy access.

If you opt for registration assistance, payments will be processed through our website. If the total dollar amount of registration fees collected is LESS than the amount owed in the contract, your organization will be invoiced for the remainder. If the total dollar amount of registration fees collected is MORE than the amount owed in the contract, Camp Mitchell will refund you the remainder.

Establishing an Annual Event

We'd love to host your group year after year! If you find a consistent weekend or set of dates that work with our booking calendar, we're happy to simply carryover and hold your deposit on file with next year's contract. If you complete your retreat and decide not to hold dates the following year, we will refund the deposit as usual.