

Frequently Asked Questions:

Q: What type of guest groups rent at Berea?

A: Berea is a year-round Christian facility that hosts camps, retreats and conferences for youth workers, mens' and womens' groups, youth and families. When our programs are not in session, we offer our facilities to guest groups for their own programs and retreats. Our goal is to provide an environment for churches, Christian schools, and other organizations to take a break from their normal lives, build group unity and have a chance to see God work through the spiritual growth of individuals and the group as a whole.

Q: Can the amount of nights and/or meals in the pricing package be changed?

A: In addition to our standard 2 night/5 meal package, we have packages for 1 night/3 meals and for 3 nights/8 meals. You can also add or subtract meals to any of the packages, customizing them for your event.

Q: Do you offer any discounts based on any group factors such as size?

A: Our pricing is based on per person rates and remains the same despite group size. A 10% discount on housing is available in three different sign up scenarios; first time, midweek, and within 30 days of your last retreat. Up to two discounts may be available for any group. Multiple discounts are calculated individually and not combined (10% is taken off of the housing total and then another 10% is taken off of that calculation vs. 20% taken off of the original housing total). Any discount(s) will be applied at the time of the last Phase payment.

Q: What happens if the numbers in my group grow past the number of attendees on my contract?

A: As soon as you think your numbers may change, give us a call to check on available space. If there is additional housing available, you can reserve those spots by sending in any applicable deposits for each additional person (\$10 a person if before Phase II payment date, \$50 a person if after). The only spaces we will have reserved for you are those you have paid a deposit for, so it is essential to contact us if you need more housing. There is no guarantee that it will be available so let us know as soon as possible if your numbers change.

Q: Will there be a penalty if my numbers drop below the reserved amount on my contract?

A: Both the Phase I and Phase II deposits are non-refundable. This means that they will only be applied to the balance in the amount of \$10 a person (Phase I) and \$40 a person (Phase II) in attendance. For example, a Phase I deposit of \$1000 for 100 people will be applied to the balance in the amount of \$700 if the group size drops to 70 (the same method applies to the Phase II deposit of \$40 a person). We recommend that you reserve conservatively on the front end and call the office if numbers go up to request more space since a drop in numbers does mean a loss of deposit money.

Q: *When do I need to give a final count?*

A: We need your final numbers before 3pm the Sunday before your event. Any rise in attendees above the reserved number must be cleared by the office with the understanding that additional space may not be available. Housing is reserved on a first come basis by deposit, so don't wait until your final numbers are required; call to reserve more spots as soon as you know that you will need them.

Q: *What will happen if my numbers change between the time I give the final count and the date of my event?*

A: Any growth in that last week can be accommodated if space permits and your final count will change to that new number. However, if your numbers drop by the time of your retreat, you are still responsible for paying the full amount for 90% of the final number that was given. For example, if your final number is 100, but drops to 80 by the time you arrive for your event, you are still required to pay the full cost for 90 people.

Q: *When do I need to make my Phase III final payment?*

A: The final balance is due at the time of your event. You can either bring a check or credit card to make the payment. Our rental coordinator will go over the invoice with you and answer any questions you have before payment. If for some reason you are not able to make the payment at that time it will need to be sent in to our office within 10 days after your retreat.

Q: *Will there be another group on camp at the same time as mine?*

A: Our rental facility has the capacity to host 1 large group or 2-3 smaller groups. When there are multiple groups, our rental coordinator will interface with your group regarding activities and needed spaces to make sure your event goes smoothly. We require a copy of your retreat schedule 10 days before your reserved dates to work out details. If no schedule is sent or one is sent late we cannot guarantee that we will be able to accommodate all your requests. Exclusive use of the camp is available. Please contact our office for details regarding exclusive use.

Q: *Can I request a meeting room?*

A: Our meeting rooms are assigned based on group size and cannot be requested or reserved year to year (you may not have the same meeting room as you did the year before). The largest group on a weekend will be assigned to the Chapel, followed by the Lodge, Timothy room, and the Welcome Center Conference room. Breakout rooms may also be available for small groups, seminars or workshops. Assignment of meeting rooms is contingent upon reserved numbers and may occur up to one week before your weekend.

Q: *Can I request certain rooms around camp for different activities?*

A: Certain rooms other than meeting rooms can be reserved for specific time slots. All requests are granted on a first come basis, so be sure to call or send your schedule and requests in to the office as soon as you have them. Specific cabins can also be reserved on a first come basis.