



**GUEST GROUP INFORMATION SHEET**  
*Effective 01/01/08*

*Please complete this form and return it to the Guest Group Coordinator no later than seven days prior to the start of your event. This will assure proper accommodations and pricing of any changes in attendance and/or activities. See the Guest Group Information Brochure and your Application/Contract for all terms and conditions. When signed, this sheet becomes a part of your Contract.*

**Group Name:** \_\_\_\_\_

**Arrival:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ Advance Party Arrival (Date/Time): \_\_\_\_\_  
**Departure:** Date: \_\_\_\_\_ Time: \_\_\_\_\_ \_\_\_\_\_

**Facilities Rented:** You will have full access to the following facilities: \_\_\_\_\_

**Updated Camper Count:** \_\_\_\_\_ Total Campers & Staff  
*This number is the number that we will plan for. If fewer show up, you will be charged half of the Base Fee Package Cost for each camper under this number. If more show up, you will be charged for the actual number of people in attendance.*

**Camper Breakdown:**

	<u>Adults - (18 and up)</u>	<u>Children - (Ages 4-17)</u>
Male:	_____	_____
Female:	_____	_____

**Meal Preparation:** If Hickory Cove is providing meals, indicate the menu option number (1-B, 2-L, etc.) from your Event Preparation Package for each of the areas noted below. Use an additional sheet if necessary. Please remember to circle your preference if a particular meal offers a choice. *(Please strike out this section if meals are not being provided by Hickory Cove Bible Camp staff. This assumes that you will provide your own food and cooks.)*

Date	Breakfast	Lunch	Dinner	Snacks (indicate times)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

**Meal Times:** Please list times for all meals, even if you are doing your own cooking:  
 Breakfasts: \_\_\_\_\_ Lunches: \_\_\_\_\_ Dinners: \_\_\_\_\_  
 Other (snacks, etc.): \_\_\_\_\_

**Waterfront Activities:** Please confirm the dates and times that you request the waterfront activities to be used so we can arrange for boat drivers and lifeguards. (If not being used, please initial here - \_\_\_\_\_)

- **Ski Boat:** Date(s) & Times: \_\_\_\_\_
- **Pontoon Boat** Date(s) & Times: \_\_\_\_\_
- **Canoes/Paddle Boats** Date(s) & Times: \_\_\_\_\_
- **Iceberg** Date(s) & Times: \_\_\_\_\_

(Lifeguards are required as follows: canoes & paddle boats - 1 lifeguard; iceberg - minimum of 2 lifeguards, maximum 25 campers.)

Guest Group Information Sheet for: \_\_\_\_\_  
(Name of Group)

**Medical Care:** Are you providing your own EMT, LPN, RN, or MD to act as the Camp health care professional?  
\_\_\_\_\_ Yes (be sure to send copies of certifications with this document)  
\_\_\_\_\_ No (the Camp will secure this staff position for you at an additional expense)

**Pool Usage:** Please confirm the dates and times that you request the pool to be used so that we can arrange for lifeguards.  
(If you are not using the pool, please initial here - \_\_\_\_\_)

- Anticipated Date(s) & Times: \_\_\_\_\_  
*The pool will not be available without certified Lifeguard(s).*
- How many lifeguards do you want at the pool? \_\_\_\_\_  
*Required ratio of lifeguards to campers in the pool area is 1:25. The lifeguards reserve the right to limit the number of people in the pool.*

**Trading Post - (Camp Store):** Do you want the camp store to be opened?  YES (If you do not want the Trading Post opened, please initial here - \_\_\_\_\_) Please note each time that you would like it opened (up to two times per day for up to 45 minutes each unless other arrangements are made).

Date(s) & Times: \_\_\_\_\_

Do you wish to use the Camp voucher system for payments at the Trading Post?  YES (if checked, we will provide details)

**Archery:** Do you plan for Hickory Cove to provide archery for your program, at an additional cost?  YES  
(If you are not incorporating archery, please initial here - \_\_\_\_\_) Please verify the dates and times that you want the archery staff provided in the space below.

Date(s) & Times: \_\_\_\_\_

**Team Adventure Challenge Course:** Do you plan to use the Challenge Course, at an additional cost?  YES (If you do not want to use the Challenge Course, please initial here - \_\_\_\_\_) Please note that minimum age for the Challenge Course is 13, and that there must be a group of between 12 and 16 people for this event. Please allow 3 hours for completion.

**Hayride:** Do you want to schedule a hayride, at an additional cost?  YES (If not, please initial here - \_\_\_\_\_)

**Clean Up:** Please confirm your clean-up plans by checking **one** box below and initialing that line (see Guest Group Information Brochure):

- Our group will perform a complete clean-up of the Camp, including kitchen and dining room (unless Hickory Cove has provided meals for us). Initials: \_\_\_\_\_
- We want Hickory Cove to perform the clean-up of the Camp, but we will clean the kitchen and dining room (unless Hickory Cove has provided meals for us). Initials: \_\_\_\_\_
- We want Hickory Cove to perform the clean-up of the Camp including the kitchen and dining room. Initials: \_\_\_\_\_

Please attach a copy of the schedule for your event when you return this sheet to Hickory Cove.

For Additional Information or Requests, please list below or attach a separate sheet.

Name of Session Director and relationship to group: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please attach your schedule to this sheet and mail or fax so Hickory Cove Bible Camp receives it no later than seven days prior to your scheduled event.*

Hickory Cove Bible Camp  
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