



# Retreat Rental Billing Worksheet

Please Print

The Edge Christian Camp  
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Spring Grove, VA 23881  
757-294-3636  
Info@theedge.camp

\_\_\_\_\_   
# of People in Group

\_\_\_\_\_   
Name of Group

\_\_\_\_\_   
Event Date(s)

\_\_\_\_\_   
Group Leader's Name

(\_\_\_\_\_) \_\_\_\_\_   
Phone

**Deposit is based on Estimate: Less than \$5000 = \$250 / Greater than \$5000 = 5% of Estimate**

The deposit is due at time of reservation and will be applied to the total invoice. If payment is not made in full before departure, a \$100 late payment penalty will be added to your invoice. If necessary, charges for cleanup, unreturned equipment, and damage repairs will be billed to your group. See Cancellation Policy on the Rental Information Page.

**Early Check-in \$25** *And/or* **Late Check-out \$25.00** \$ \_\_\_\_\_

**LODGING (Check-in is at 4:00pm / Check-out is at 11:00am)**

**MOTEL** (20 rooms, meeting space including kitchenette provided with a minimum of 10 room rentals)

\$75 per room for 1<sup>st</sup> night; \$62 per room each additional night

\_\_\_\_\_ # of rooms X \$75 \$ \_\_\_\_\_

\_\_\_\_\_ # of rooms X \_\_\_\_\_ # of additional nights X \$62 \$ \_\_\_\_\_

Request meeting space (Minimum must be met for meeting room. If not, see below.)

**DORMITORY** (4 wings that sleep 22 each, meeting space included with 2 or more wings)

\$22 per guest / per night (minimum 13 guests)

\_\_\_\_\_ # of guests X \_\_\_\_\_ # of nights X \$22 \$ \_\_\_\_\_

Request meeting space (Minimum must be met for meeting room. If not, see below.)

**LODGE** (Two bunk rooms - sleeps 14 each, two guest rooms - sleep 2 each, kitchen & meeting space)

\$26 per guest / per night (minimum 16 guests)

\_\_\_\_\_ # of guests X \_\_\_\_\_ # of nights X \$26 \$ \_\_\_\_\_

**CABINS** (4 total – Each Sleeps 10 guests)

\$16 per guest / per night (minimum 5 guests per cabin)

\_\_\_\_\_ # of guests X \_\_\_\_\_ # of nights X \$16 \$ \_\_\_\_\_

**TENT CAMPING**

\$12 per guest / per night

\_\_\_\_\_ # of guests X \_\_\_\_\_ # of nights X \$12 \$ \_\_\_\_\_

**Daily Guest**

\$3 per guest / per day

\_\_\_\_\_ # of guests X \_\_\_\_\_ # of days X \$3 \$ \_\_\_\_\_

**MEETING SPACE** (If minimum is not met with lodging or additional room is needed)

- Motel Meeting Space with Kitchen (max 150 guests) \$185 per day \$ \_\_\_\_\_
- Dorm Meeting Space (max 100 guests) \$130 per day \$ \_\_\_\_\_
- Dining Hall Meeting Space (max 75 guests) \$140 per day \$ \_\_\_\_\_
- Dining Hall Main Room (max 300 guests) \$275 per day \$ \_\_\_\_\_
- Setup / Tear Down Fee \$125 per meeting space \$ \_\_\_\_\_

**ACTIVITIES**

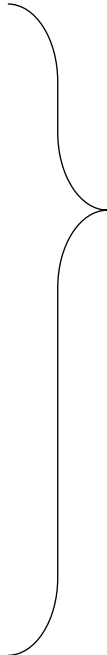
- Gymnasium \$55 for 2 hours \$ \_\_\_\_\_
- Pool \$90 for 2 hours \$ \_\_\_\_\_
- Craft Building \$40 per day \$ \_\_\_\_\_

**MISCELLANEOUS**

- Gas Grill \$40 per day \$ \_\_\_\_\_
- Firewood \$10 per site/per bundle \$ \_\_\_\_\_
- Hay Ride (max 25 guests per trip) \$45 1<sup>st</sup> trip/\$25 each additional trip \$ \_\_\_\_\_
- Canoe Rental (Max 4) \$15 per / per day \$ \_\_\_\_\_

**MEALS** (Minimum 20 guests)

- Breakfast
  - \$7.50 per guest
  - \_\_\_\_\_ # of times = \$ \_\_\_\_\_
  - Example: 2 [1 Mon, 1 Tues]
- Lunch
  - \$10 per guest
  - \_\_\_\_\_ # of times = \$ \_\_\_\_\_
- Dinner
  - \$12 per guest
  - \_\_\_\_\_ # of times = \$ \_\_\_\_\_
- Continental Breakfast
  - \$6.75 per guest
  - \_\_\_\_\_ # of times = \$ \_\_\_\_\_
- Snacks
  - \$3.50 per guest
  - \_\_\_\_\_ # of times = \$ \_\_\_\_\_



Total \$ \_\_\_\_\_ X \_\_\_\_\_ # of guests

Total Meals \$ \_\_\_\_\_

Total Estimate \$ \_\_\_\_\_

Less Deposit \$ - \_\_\_\_\_

**Total Balance Due at Check In** \$ \_\_\_\_\_