

SUMMER 2009 CAMP-of-the-WOODS REGISTRATION FORM

For office use only

1 GUEST INFORMATION

Check box if first time guest
 Renewal
 First year at Camp _____
 Today's Date _____

Print Name _____
 Church Name _____

Address _____
 Church Address _____

City _____ State _____ Zip _____
 City/State/Zip _____

Phone: Day _____ Alternate _____
 How did you hear about COTW? _____
 (only if first application)

Email _____
 Relationship to you _____

Please check box if your address or phone number changed within the last year.
 Please check box if you will be bringing a boat. We will contact you.

Were you on staff? _____ Dates? _____

2 NAMES of ALL in YOUR PARTY

Even if one person is paying for all, it is important to provide the names and ages of all guests staying in Camp.

	Print Name	Age on Arrival	Relationship	Special needs per person (cots, cribs, etc.)
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____

3 PREFERRED ACCOMMODATION

1st Choice _____
 2nd Choice _____
 3rd Choice _____

Arrival Date _____
 Departure Date _____
 Check box if staying more than one week.

Alternate Week(s) (if 1st choice of weeks is not available) _____

For floorplans of each accommodation, visit www.camp-of-the-woods.org

Dining (Buffet Service): All rates, excluding Efficiencies and the Purdy Center, include 3 meals daily at the Hill Dining Hall. The Purdy Center rates include 3 meals daily at the Purdy Center Dining Room. Meals begin with lunch on day of arrival and end with breakfast on day of departure.

Check box if you are not staying in the Purdy Center, but desire to eat at the Purdy Center Dining Room. There will be an additional charge.

4 DEPOSITS & MEMBERSHIP FEES

	No. of Persons	No. of Weeks	Subtotal	Amount	Total
\$75.00 Deposit Per Person, Per Week Required (per person 5 years and older)	x	=		x \$75.00 = \$	
Required \$10.00 Annual Membership Fee (per person 8 years and older)				x \$10.00 = \$	

TOTAL AMOUNT ENCLOSED

\$ _____

Deposits are non-refundable and non-transferable (see reverse side). **All reservations MUST BE PAID IN FULL 4 weeks prior to arrival at CAMP-of-the-WOODS.** Deposit and balance may be paid by either credit card or check.

5 METHOD of PAYMENT

Check Enclosed (Payable to CAMP-of-the-WOODS) Check # _____

MasterCard
 Visa
 Discover
 Card # (Print Legibly) _____
 Exp. Date _____
 Zip Code _____ (where you receive your credit card statement)

If paying by CREDIT CARD, I give permission to charge the balance of my outstanding bill to my credit card listed above 4 weeks prior to my arrival at CAMP-of-the-WOODS. I also give permission for all additional charges incurred during my stay to be added to my credit card upon departure.

Signature (as name appears on card): _____	Date: _____
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MAIL REGISTRATION FORM TO:

Registrar, CAMP-of-the-WOODS, P.O. Box 250, Rt. 30, Speculator, NY 12164-0250
 Reservations will not be accepted by fax or email. See other side for important information.

For more information about CAMP-of-the-WOODS and its ministries, contact us at:
 Phone: 518-548-4311, ext. 0; Fax: 518-548-4324; Email: Registrar@camp-of-the-woods.org

IMPORTANT INFORMATION

WEEKLY RESERVATIONS:

- **Check-in after 2:00 p.m. Saturday. Check-out 9:00 a.m. the following Saturday morning.**
- Reservations accepted in **writing** post-marked October 15, 2008 or later. (Use certified mail to ensure receipt)
 - Reservations received between October 16 and November 3 will be processed randomly starting November 3, 2008.
 - Reservations received after November 3, 2008 will be processed in the order received, **after** the above are processed.
- Group reservations should be mailed in the same envelope.
- No reservations accepted by **fax** or **email**.
- Weekly reservations accepted by **telephone** starting on December 1, 2008. It is not necessary to send this form for telephone reservations.
- **Deposit must be paid by credit card when making telephone reservations.**
- Reservations must include **names of all room occupants**, even if reservations are made by one individual.
- **Reservations made prior to May 1, 2009 will be charged for a full week. No refunds for shortened stay.**
- Confirmation will be mailed to you when your reservation is finalized.

PARTIAL WEEK RESERVATIONS: (2 night minimum)

- **Check-in after 2:00 p.m. the day of arrival. Check-out 9:00 a.m. the day of departure.**
- Accepted by telephone or in writing starting May 1, 2009.
- To compute approximate daily rate, divide the weekly charges by 6.5. (One free night of lodging is provided with weekly reservations.)

DEPOSITS & PAYMENTS:

- Reservations must include check or credit card number (MasterCard, Visa or Discover) for the proper amount of deposit and memberships.
- If deposits are not paid in full, guests will be notified of the amount due to satisfy the deposit. Full deposits must be received within 2 weeks of making reservation, or the reservation will be cancelled.
- **Deposits are non-refundable and non-transferable to other persons.** Deposits cannot be converted into an Associate Membership.
- Deposits can be transferred to new reservation dates if changed 1 month or more before the arrival date, and if held by the same guest, but must be used in the same summer season.
- **Payment is due 4 weeks before arrival.** When paying deposit by credit card (MasterCard, Visa or Discover) the balance due will be charged to that card 4 weeks prior to arrival. If full payment is not received 4 weeks prior to arrival, the reservations will be cancelled and deposits forfeited.
- **No refund for late arrival or early departure.**

CANCELLATIONS:

- All cancellations must be made by telephone and confirmed in writing.
- **If cancellation is made less than four weeks prior to arrival, the full amount is forfeited. Reservations are non-transferable.**

ACCOMMODATIONS:

- If we cannot meet your request we will call you.
- There must be at least one adult charge per accommodation. Occupants must be at least 18 years of age to reserve an accommodation.
- Maximum Occupancy (includes newborns) per accommodation must be adhered to at all times. Please call or visit www.camp-of-the-woods.org for specific extra rates and maximum occupancy limits for each accommodation.
- No subletting of accommodations allowed. Accommodations must be occupied by the guest registered.

MEALS & GRATUITIES:

- Meal plans for **either** the **Purdy Center Dining Room or Hill Dining Hall** are included in reservation costs, unless renting an Efficiency Unit. Meal plans may not be split between the two dining areas.
- Rates on pages 9 and 10 do **not** include gratuities for Wait Staff or Housekeepers.
- Meals in either Dining Room may not be transferred to other individuals.

VACATION ACCIDENT INSURANCE: Included in rates on pages 9 and 10.

MEMBERSHIPS IN GOSPEL VOLUNTEERS, INC.:

- **Resident Memberships:** Everyone staying at CAMP-of-the-WOODS must purchase membership (once per calendar year) and adhere to all policies. The fee is for everyone 8 years and older. Memberships are non-transferable.
- **Associate Memberships:** A separate brochure explaining the Associate Membership benefits for guests not staying on Camp grounds is available. Memberships are non-transferable.

Note: Registration implies permission to use likeness in any CAMP-of-the-WOODS promotional material.