



# Reservation Instructions

Dear Group Leader,

We are excited at your consideration of camping with us for a fantastic time of worship, relationships, and fun. We look forward to providing the program so that you can spend time building relationships with your students. As such we are asking you to look forward with us to plan what may well be the most memorable event in the life of your student, or maybe in the life of a sponsor. This looking forward requires all of us to anticipate the unknown to a certain degree, but as we do it together and observe the deadlines that have been established, we will have done everything we can to make sure this event is life changing.

If you need more information on the event details, please check the website. If you are ready to plan your event, then we ask you to please read the following instructions carefully to make sure that all procedures are clearly understood. Should you have any questions please feel free to give us a call. All, LET'S GO CAMPING!

## DEFINITIONS

**Reservations:** A placeholder for a bed at camp. To assure that your church can send campers and sponsors to camp you must have a reservation for each person. Hesperus does not accept reservations made by individual campers; all reservations must be made by a church. Reservations are made only by completing a **GROUP BOOKING FORM** and sending it to the camp office with the appropriate deposit. We need to know the gender of each reservation to monitor occupancy in each cabin. We do not wish to know who the individual is until the registration forms are needed.

**Early Registration Deadline:** The last day to receive reduced pricing. This deadline should not be interpreted as the day to make reservations. Due to increasing attendance and events starting to sell out reservations should be made as early as possible.

**Registration:** All persons attending camp must be registered before they can participate in camp. Registration forms are specific to campers and sponsors and must be fully completed and turned in to the church. The church will then submit the forms with a **GROUP REGISTRATION FORM** by the deadline stated in the details.

## Timeline for FORMS

3 Months +	2 Months	1 Month	10 days out	EVENT
Group Booking Form				
Group Booking MODIFICATION Form				
			Registration Forms	

- RESERVATIONS

Reservations may be made any time after the forms are published online. Send only the **GROUP BOOKING FORM** and the deposit when making reservations.
- MODIFICATIONS

Reservation modifications may be made at any time after reservations are made. A **GROUP BOOKING MODIFICATION FORM** must be used and must be accompanied by the appropriate deposit.
- REGISTRATION

Camper and Sponsor Registration Forms are due in the office usually 10 days before the event starts. They must be completed and must be accompanied by the **GROUP REGISTRATION FORM**. If someone registers after this deadline it is not a problem, if we still have space available. Contact the camp office for details.

Office Use Only	
Date Rcvd.	
Dep. Amt.	
Check #	



**WHITEOUT**  
February 10<sup>th</sup> to 12<sup>th</sup>, 2023

**GROUP BOOKING FORM**

The Hesperus programming model is one that serves individuals within the context of church groups. Churches will make reservations with Hesperus for the number of individuals they wish to bring to camp, but the individuals will make reservations with the church. As such, this form and the deposit check are required to secure space for your group. Please complete the following and return it to Hesperus with a check for the deposit amount.

Church \_\_\_\_\_ Group Leader/Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Church Phone \_\_\_\_\_ E-Mail \_\_\_\_\_

**Deposits:** A deposit is required for each bed space being reserved. **We need to know how many males and how many females to reserve due to space limitations.** Deposits are non-refundable and non-transferrable. Be sure sponsors are counted in the reservation numbers.

I wish to make reservations for the following number of bed spaces:

Females		Males		X \$25/Person =	Deposit Due
Student	Sponsor	Student	Sponsor		
					\$

I would like the following quantity of each shirt size for these reservations (shirts are ADULT sizing):

S	M	L	XL	2XL	3XL

**Registration:** Normal Registration is **\$105.00 / person** (See Deadlines below)

**Waiting List:** Once space becomes sold out, your reservations will be added to a waiting list according to the date and time the reservations were received. If space becomes available, you will be contacted to determine whether you want the available space(s). If you decline the space(s), your deposit will be refunded. If you accept the space(s) the deposit becomes non-refundable, and the reservation becomes a full price commitment. To allow this process to work out, waiting list deposits will be refunded after camp starts.

**Deadlines:** January 27, 2023, at 5:00pm  
**T-shirt sizes are due:** Reservations made after this date **may not receive a t-shirt.**  
**Cancellation Deadline:** Decreases in reserved spaces must be done by this date (deposit is forfeited).  
**All spaces held or made after this date become a FULL PRICE COMMITMENT!**  
February 1, 2023  
**All Registration Paperwork is due** in the camp office. All forms must be completed and supporting documents attached.

Make a copy of this form after it has been filled out. Keep one for your records. Mail the completed form and a check to **Hesperus Camp**.

**I understand and agree that:**

1. This form and the respective deposits **must be received in the camp office BY THE APPROPRIATE DEADLINE to secure reservations. Forms/deposits received after the Early Registration deadline will be charged at Standard Rates.**
2. If my request is made or received after the Early Registration Deadline I am committing to **THE FULL PRICE, STANDARD REGISTRATION FEE** for each space and cancellation will forfeit this full amount.
3. **Final payment** is due upon arrival at camp, must be **paid with a church check**, and it will be deposited the next business day.
4. I have read and will, for the sake of stewardship and effective ministry, comply with all deadlines and policies stated above.

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

**GROUP BOOKING MODIFICATIONS**

Once you have completed the GROUP BOOKING FORM and sent it in with the deposit you have successfully reserved bed spaces, unless we were sold out and you were put on a waiting list. In managing reservations, we understand that things change, and know that they change in a variety of ways. As such we have outlined below the scenarios that we commonly encounter when Group Bookings need to be modified. Should you need to make modifications please contact our office at 970-385-4389.

**Gender Count MODIFICATION** (only to trade previously reserved spaces for additional spaces of the opposite gender.)

I am keeping the same number of reservations, but I wish to trade previously reserved space for additional space of the opposite gender. Or, I am keeping the same numbers, but I wish to reduce the number of students and increase the number of sponsors (for either gender), or vice versa.

Conditions: There must be space available in the cabins to accommodate the change.

Obligations: There are no additional obligations when making these changes.

**Booking DECREASE**

I wish to DECREASE the number of spaces I have reserved for camp.

Conditions: There are no conditions that will prevent a decrease in your reservations.

Obligations: When cancellations are made there is an automatic **forfeit of the deposit** for each space. If this decrease is made after the Registration Deadline there is a commitment to pay the **FULL STANDARD REGISTRATION FEE for each space**.

**Booking INCREASE**

I wish to INCREASE the number of spaces I have reserved for camp.

**On or before the NORMAL REGISTRATION DEADLINE**

Conditions: There must be space available in the cabins to accommodate the change.

Obligations: As with the original reservations, additional reservations must be accompanied by a non-refundable deposit. If a cancellation is made before the Registration deadline only the deposit is forfeited. If a cancellation is made after the deadline there is a commitment to pay the **FULL STANDARD REGISTRATION FEE for each space** even if the reservation is later cancelled.

**After the NORMAL REGISTRATION DEADLINE**

Conditions: There must be space available in the cabins to accommodate the change.

Obligations: As with the original reservations, additional reservations must be accompanied by a non-refundable deposit. If a cancellation is made after the Registration deadline there is a commitment to pay the **FULL STANDARD REGISTRATION FEE for each space** even if the reservation is later cancelled.

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**THE PROCESS**

1. **Call the Hesperus office.** You will be sent a form to sign and return to the office to finalize your changes.
2. The form and the respective deposits **must be received in the camp office BY THE APPROPRIATE DEADLINE to secure reservations. Forms/deposits received after the Early Registration deadline will be charged at Standard Rates.**



# Group Registration Form

WHITEOUT : February 10<sup>th</sup> to 12<sup>th</sup>, 2023

Church/Group Name \_\_\_\_\_ City \_\_\_\_\_

On-Site Group Leader \_\_\_\_\_ Phone Number (\_\_\_\_) \_\_\_\_\_

**This form MUST be printed and enclosed with your CAMPER and SPONSOR registration forms that are due before camp starts.**

You may fill in this form in ACROBAT before you print it or you may print it and fill it in by hand. Please PRINT legibly.

Sponsors must be 18 years of age or older and are required for every 10 campers. (Please list them in the **bold** boxes.)

	Name	Gender	T-Shirt Size (S M L XL 2XL 3XL)	Grade Completed	Parent/Guardian Name	Parent/Guardian Phone Number	OFFICE USE ONLY Forms Rcvd.
<b>S</b>							
<b>1</b>							
<b>2</b>							
<b>3</b>							
<b>4</b>							
<b>5</b>							
<b>6</b>							
<b>7</b>							
<b>8</b>							
<b>9</b>							
<b>10</b>							
<b>S</b>							
<b>11</b>							
<b>12</b>							
<b>13</b>							
<b>14</b>							
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<b>26</b>							
<b>27</b>							
<b>28</b>							
<b>29</b>							
<b>30</b>							



To clarify registration policies, we have defined the intent of the policies and described scenarios to help explain how the policies play out in typical situations.

**Normal Registration Deadline** – The last day which a camper or sponsor may register at the reduced rate and be guaranteed a t-shirt. This date is established in order that we can order t-shirts and have numbers on which to base other decisions. **Suggestion:** Make your church's registration deadline early enough to allow you time to get your registration to the camp by the deadline. You may register as early as you like.

**FAQ:** When is my form and deposit due in the office? **ANSWER:** By the close of business on the deadline day. Please do not wait to mail your registration on the deadline as it will not be in the office on time. You need to determine what it takes to get your church's reservations into our office by the deadline and then set your church sign up deadline accordingly. For instance, if our deadline is in on Monday, you will not be able to hold your sign up open through the Sunday before unless you intend to drive your form and deposit to the camp on Monday. If you need to mail your reservations, consider closing your sign up a few days or a week earlier.

Remember:

- If there is no signed form with a corresponding deposit, then a reservation does not exist.
- Events are selling out so you must begin to think about making reservations early to secure places for your church. Most churches know historically how many they bring to camp and can reserve at least a few spaces early, then add more spaces as you see the need. Pass the responsibility on to the kids.

**FAQ:** Can a camper/sponsor register after this deadline? **ANSWER:** YES. Registration is open until the time camp starts at the Late Registration Rate. However, you do need to call to verify space availability before bringing an unregistered person to camp.

**Cancellation Deadline** – The same date as the Early Registration Deadline. Cancellation after this date carries a full price commitment. This date is established so that, in the event of a sold-out camp, we can give group leaders enough time to make alternate plans for their group. This means that we are turning people away, and if you cancel after this time, we may not have anyone to fill the bed and we lose ministry and income opportunity. We are also making financial commitments in preparation for the camp and must be able to recover the costs.

**Deposit** – The dollar amount required to hold a bed space for your group. It is non-refundable and non-transferrable. For Hesperus it does not represent a particular individual, only a bed space.

**FAQ:** My church cannot afford to pay money that far in advance. **ANSWER:** Consider passing the deposit obligation on to the camper as it will encourage ownership and accountability.

**FAQ:** Johnny registered with our church to come to camp, but he cannot attend, and it is after the Cancellation Deadline. Can Bobby come in his place? **ANSWER:** YES. We do not care who is in the bed until the day camp starts. You have simply reserved a bed space. **Exception:** If you reserved a space for a girl and want to replace her with a boy, you need to call the camp first to verify space availability in the boy's cabin (and vice versa).



# Group Booking Modifications Form

**WHITEOUT : February 10<sup>th</sup> to 12<sup>th</sup>, 2023**

To make modifications to your group booking please **call the Hesperus office at 970-385-4389** to discuss your need (either to decrease or increase your number). After calling, please fill out the top of the form and the section that relates to your modifications then **email or deliver to camp office**.

Church \_\_\_\_\_

Group Leader/Contact \_\_\_\_\_

## Booking DECREASE

I wish to DECREASE the number of spaces I have reserved for camp by \_\_\_\_\_ **Bed Spaces**. I understand that I will forfeit the deposit made for each space. I also understand that I need to send this form after calling.

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_

## Booking INCREASE

I wish to INCREASE the number of spaces I have reserved for camp by the following number of bed spaces:

**REQUIRED DEPOSIT** \_\_\_\_\_ **Spaces x \$25/person = \$** \_\_\_\_\_ **Deposit Due**

I have called the Hesperus office and received verbal confirmation for the spaces reserved above. I understand that if my request is made after the Normal Registration Deadline I am committing to the full price, late registration fee for each space and cancellation will forfeit this full amount. I understand that I will email this form and then place it in the mail or deliver it to the camp office with the respective deposits to secure these spaces. I will be sending all completed Registration Paperwork for these campers by the Paperwork deadline. If today's date is passed the deadline, I will bring the completed paperwork and full payment when I come to camp and will not send a deposit.

Leader Signature \_\_\_\_\_ Date \_\_\_\_\_