

Camp Allen Conference & Retreat Center Planning Guide

Please complete and fax/ mail this form to Camp Allen at least 30 days prior to your event. Please also send a **rooming list** to Camp Allen as well. Include the attendees first & last name, roommate if applicable, and any special needs they may have (handicapped room, etc). We also suggest that you send us a schedule of your event as well.

Name of your organization _____

Main contact person: _____

Phone number _____ Email address _____

Mission or theme for your event _____

Arrival Date _____ Arrival time _____

Demographics of your group. (circle all that apply): Families Youth 25-40 yrs 40-60 yrs. 60+

Meeting sessions will involve (circle all that apply): Speakers Music Physical activity Meditation Crafts

MEAL TIMES

Traditionally, our meal times are at 8:00am, 12:00pm, and 6:00pm with the exception of Friday's dinner at 7:00. Please list your meal times and counts below. We are happy to move your meal time thirty minutes before or after the traditional time.

	Breakfast		Lunch		Dinner	
	Time	Count	Time	Count	Time	Count
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						

OPTIONAL SOCIALS & SNACKS

Camp Allen has a number of choices to plan breaks and evening socials. Due to health department regulations, food or beverages purchased outside of Camp Allen cannot be brought into the conference center. Please see attached menus and list selections below. Please also include additional items (i.e. wine, sodas) and location (main meeting room, indoor patio, dining room, etc).

Date _____ Time _____ Location _____ # people _____

Selection # _____ Additional Items ordered: _____

Date _____ Time _____ Location _____ # people _____

Selection # _____ Additional Items ordered: _____

Date _____ Time _____ Location _____ # people _____

Selection # _____ Additional Items ordered: _____

MEETING ROOM SET UP

After reviewing the furniture layout options and capacities and AV options, please list your selections on the lines provided below.

Furniture Layout Options & Capacities:

- Auditorium Style-chairs only with an aisle (staging recommended for groups larger than 60)
- Classroom seating-use seminar tables with 3 chairs each
- Boardroom Seating-6 ft tables in a rectangular shape with chairs around the perimeter of the room.
- Round table seating-round tables with 7 chairs each
- Horseshoe Seating- chairs in a U shape
- Comfortable Seating- couches, rockers, coffee tables, etc (only available for groups under 25 people)

Capacities	Chapel	ASC1A	ASC1B	ASC2	ASC3	ASC4	ASC5	G1A	G1B	G2A	G2B	G3	G4	G5	G6	G7
	Extra Large	Large	Large	Medium	Medium	Medium	Medium	Large	Small	Medium	Medium	Small	Small	Small	Small	Small
Auditorium	700	150	150	40	40	40	40	210	50	60	60	18	27	24	18	28
Classroom	N/A	80	80	24	24	24	24	60	30	45	45	24	24	30	24	14
Boardroom	N/A	55	55	24-28	24-28	24-28	24-28	55	30	40	40	22	22	22	22	18
Rounds	325	140	140	28	28	28	28	84	30	42	42	21	21	21	21	21
Horseshoe	N/A	45	45	18	18	18	18	45	15	31	31	19	19	19	19	15

Audio/Visual Equipment Options:

TV/VCR	Lapel Microphone	Podium	Music Stand
Overhead	Hand Microphone	Staging	Computer projector (\$160 per day)
CD/Cassette Player	Easel with no pad	Piano	Easel with pad (\$25 per pad)

Meeting Space: _____ Furniture Layout: _____ # people _____

AV Needs: _____

Additional Needs (tables for supplies, etc): _____

Meeting Space: _____ Furniture Layout: _____ # people _____

AV Needs: _____

Additional Needs (tables for supplies, etc): _____

Meeting Space: _____ Furniture Layout: _____ # people _____

AV Needs: _____

Additional Needs (tables for supplies, etc): _____

Meeting Space: _____ Furniture Layout: _____ # people _____

AV Needs: _____

Additional Needs (tables for supplies, etc): _____

SOUND TECH

If you are using the chapel as your main meeting space and and/or have special needs with sound or lighting, a contracted sound tech may be needed. Please contact your event coordinator for details and see the attached sound tech policy and agreement.

CHAPEL USAGE

Our normal services are Tuesday through Saturday: 7:30am Morning Prayer, 5:00pm Evening Prayer and Holy Eucharist on Sunday at 9:00am. All guests are welcome to attend. If you would like to schedule your own worship service in the chapel, please indicate below:

Prayer service	date _____	time _____		
Holy Eucharist	date _____	time _____	#people _____	celebrant _____
Taize	date _____	time _____		
Compline	date _____	time _____		
Labyrinth	date _____	time _____		

AIRPORT TRANSPORTATION

Airport Transportation needs to be planned with Camp Allen at least 2 weeks prior. Includes one-way trip transportation to/from Houston Intercontinental Airport. Camp Allen will not run shuttles after 7:30 pm or before 6:30 am and cannot service Hobby Airport in Houston. Rates are as follows:

Shuttle with three or more passengers: \$25/person

Shuttle with 2 passengers: \$37.50/person

Shuttle with 1 passenger: \$75 per person

ACTIVITIES

While the fitness center TV, lounge, athletic courts, and fishing on Lake Goddard are available to all guests at no charge, we offer the following ala carte activities available with advanced reservation:

- **Guided Nature Walks:** \$5.00 per person for a 1-hour guided walk. There is a minimum of 6 to schedule and no more than 15 total per walk. (\$30.00 min)
- **Canoes:** \$5.00 per person for a 1-hour session. There is a minimum of 6 to schedule and no more than 20. (\$30.00 min)
- **Trail ride: AGES 10 and up:** \$20.00 per person for a 1-hour session. There is a minimum of 6 to schedule and no more than 10. There is a 250 lb. weight limit and no doubling is allowed.
- **Arena Rides: AGES 5-9 yrs:** \$25.00 per person for a ½ hour instructed ride. There is a minimum of 3, max of 6 per 1/2 hour.
- **Hayride:** \$100 per hour, per trailer. One trailer seats 25 people.
- **Campfire:** \$50.00 for 1-hour sessions. We set, light and extinguish. All campfires must end by 10:00 PM. S'mores are available for an additional cost of \$4.00 per person
- **Skeet Shooting:** \$25.00 per person per 1 hour round. This includes the use of a facility, shotgun, clay pigeons, and ammunition. Shooters must use Camp Allen Equipment as no personal firearms are allowed on Camp Allen Property. 12-17year olds may shoot ONLY with a parent or legal guardian who presents a gun safety certificate. Youth Groups are not allowed to participate in this activity.
- **Massages:** By advance appointment only. Please call at least 2 weeks in advance. 3 hour massage minimum, 5 max per day. Rates: \$45.00 for ½ hour and \$65.00 for 1-hour.

All of the above activities require a release form to be filled out by each participant. To schedule any of the above activities for your group, please contact our activities coordinator Suzi at suzik@campallen.org or at 936-825-7175 ext 4022.

Camp Allen Conference & Retreat Center
18800 FM 362 • Navasota, TX 77868
Phone: 936-825-7175 • Fax: 936-825-8495

CAMP ALLEN
MEETING SNACK SELECTIONS
\$5.00 PER PERSON

MORNING MEETING SNACKS

1 ASSORTED DANISHES
SEASONAL FRUIT PLATTER
ASSORTED JUICES
COFFEE -REG. & DECAF.
ICED WATER

2 FRESH FRUIT BOWL
FRESH BANANA NUT BREAD
ASSORTED JUICES
COFFEE - REG. & DECAF.
ICED WATER

3 MINIATURE MUFFINS
FRESH FRUIT BOWL
ASSORTED JUICES
COFFEE - REG. & DECAF.
ICED WATER

AFTERNOON MEETING SNACKS

1 ASSORTED COOKIES
DRIED FRUIT & NUT MIX
FRESH FRUIT BOWL
COFFEE -REG. & DECAF.
ICED TEA
ICED WATER

2 POPCORN
TRAIL MIX
FRESH FRUIT BOWL
COFFEE - REG. & DECAF.
ICED TEA
ICED WATER

3 BROWNIES
GRANOLA BARS
FRESH FRUIT BOWL
COFFEE - REG. & DECAF.
ICED TEA
ICED WATER

*** BOTTLED WATER IS AVAILABLE FOR \$15.00 / CASE OF 24 BOTTLES
SOFT DRINKS ARE AVAILABLE FOR \$20.00 / CASE OF 24 CANS***
ADDITIONAL ITEMS AVAILABLE FOR \$1.75 PER PERSON

CAMP ALLEN

EVENING SOCIAL SELECTIONS

ALL EVENING SOCIALS INCLUDE ONE CHOICE FROM A, TWO CHOICES FROM B, AND ONE CHOICE FROM EITHER C OR D.

A: CHOICE OF ONE OF THE FOLLOWING:

FRUIT TRAY VEGETABLE TRAY CHEESE TRAY

B: CHOICE OF TWO OF THE FOLLOWING:

MIXED NUTS TRAIL MIX PRETZELS GOLD FISH
VEGETABLE CHIPS CHIPS & SALSA CHIPS & DIP DRIED FRUIT & NUT MIX

CHOOSE ONE ADDITIONAL SELECTION FROM C OR D GROUP:

C: \$6.50 PER PERSON

SPINACH BOULE WITH GARLIC CRISPIES
CHICKEN CRISPITOS W/DIPPING SAUCE
STUFFED TORTILLA WEDGES W/SPINACH & GOAT CHEESE
VEGETABLE EGG ROLLS
CHICKEN TENDERS WITH HONEY MUSTARD
BBQ BEEF WONTONS W/QUESO DIP
TRIO OF DIPS W/VEGETABLES & BREADSTICS: (SPINACH, SPICY RANCH, PIMENTO CHEESE)
MOVIE TIME SOCIAL AVAILABLE WITH THEATRE POPCORN, CINEMA CANDY, & THEME NAPKINS

D: \$9.75 PER PERSON

CALIFORNIA ROLLS
THAI CHICKEN FRITTERS W/CHILI LIME DIPPING SAUCE
SWEET & SPICY BACON WRAPPED GRILLED SHRIMP
STUFFED BRIE W/APRICOTS, DRIED CRANBERRIES, & PECANS
MINI BEEF WELLINGTON
DECADENT DESSERT SOCIAL - CHEF'S ASSORTED DESSERTS

SOCIAL BEVERAGES

ASSORTED SOFT DRINKS \$20.00 PER CASE/24 BOTTLED WATER \$15.00 PER CASE/24
COFFEE/HOT TEA AIR POT (SERVES 10PP) \$10.00 ICED TEA 5 GALLON CAMBRO = \$15.00
ASSORTED DOMESTIC BEER \$45.00 PER CASE ASSORTED IMPORTED BEER \$55.00 PER CASE
ELITE WINE \$31.00 PER BOTTLE : (IRON HORSE CHARDONNAY OR CABERNET, SANTI PINOT GRIGIO)
PREMIUM WINE \$21.00 PER BOTTLE : (CHARLES KRUG CHARDONNAY OR MERLOT, STALLINA DI NOT-TEE PINOT GRIGIO)
STANDARD WINE \$18.00 PER BOTTLE: (J.LOHR OR ECHELON CHARDONNAY, LOS VASCOS CABERNET, BERINGER BLUSH, BLIND MOOSE PINOT GRIGIO)
HOUSE WINE \$15.00 PER BOTTLE : COPPERIDGE CHARDONNAY, EXPLORADOR MERLOT, ST.GENEVIEVE MERLOT, COPPERIDGE BLUSH)

Due to the conditions of our Texas Alcoholic Beverage Commission License, all wine and beer served or consumed in common areas of the Conference Center must be purchased from Camp Allen. Distilled Spirits are not available through Camp Allen, and may be served by client groups only with advanced written permission from the Executive Director of Camp Allen.

Sound System Policy and Agreement For Camp Allen Conference Center

It is the policy of Camp Allen to operate the sound system, lights, and mixer through Camp Allen's authorized company, who assisted in the design of the house system. The charge for the onsite sound tech is \$60.00 per hour. The function of the sound tech is to bring up the system one or more hours before the event and shut down the system after the event. There are an abundance of qualified lighting and sound people who all feel they can operate any system when they see the layout. The Camp Allen policy and position is to assure the system is operational and in a standard operating condition for our next guest with all settings put into their original condition.

If the guest needs three microphones or less and wants standard pre-set lighting with no other equipment, there is no charge except for the charge on the usage of the large meeting space. If the guest needs more than three microphones, power point usage, sound booth, and the big screen, sound mixer, extra speakers, special lighting effects, then a sound tech must be contracted for a minimum of four hours. Only authorized personnel can operate out of the Camp Allen sound booth.

If the guest is a frequent user of the All Saint's Chapel (more than three visits over a two year period), has a qualified technician, and wishes to be trained to reduce the number of onsite hours needed for a contracted sound tech, they may do so with the following conditions:

The guest will pay for an initial training session of \$250.00 which includes basic instructions and the use of phone support one hour or more prior to the event. This basic instruction is for the sound system, lights, use of the screen, and power point projector. This fee does not include onsite assistance after the initial training or trying to resolve an emergency or problem during an event.

Any outside equipment being interfaced with the house system such as speakers, cameras, mixers, for use with the event or special lighting effects will require an onsite contracted sound tech through Camp Allen, if it is going to be interfaced to the Chapel system.

The training and qualifications rest with the individual and not with the organization, i.e. each new technician will require the basic training.

It is understood by signing this agreement; the training provided is designed to give the guest basic training and not to be construed as a right or privilege to do anything with Camp Allen equipment. If the feature is not covered in the training, it should not be attempted by the guest

It is understood that by not using a Non-Camp Allen qualified onsite technician, that the ability to respond quickly to a sound or lighting need by Camp Allen is greatly reduced. Thus, we strongly recommend the testing of all equipment as least one or more hours prior to an event.

Camp Allen reserves the right to revoke an individual or guest qualification for operating the equipment and may enforce its right to require a qualified sound technician. By signing this agreement, the contracted guest is assuming responsibility for the reasonable operation of the equipment and for any damages to the chapel equipment. The guest technician will be responsible for appropriately shutting down the equipment and turning off the lights after an event. Any irregularities should be immediately reported to Camp Allen front desk and/or management.

The guest technician's name to be trained is _____

or _____.

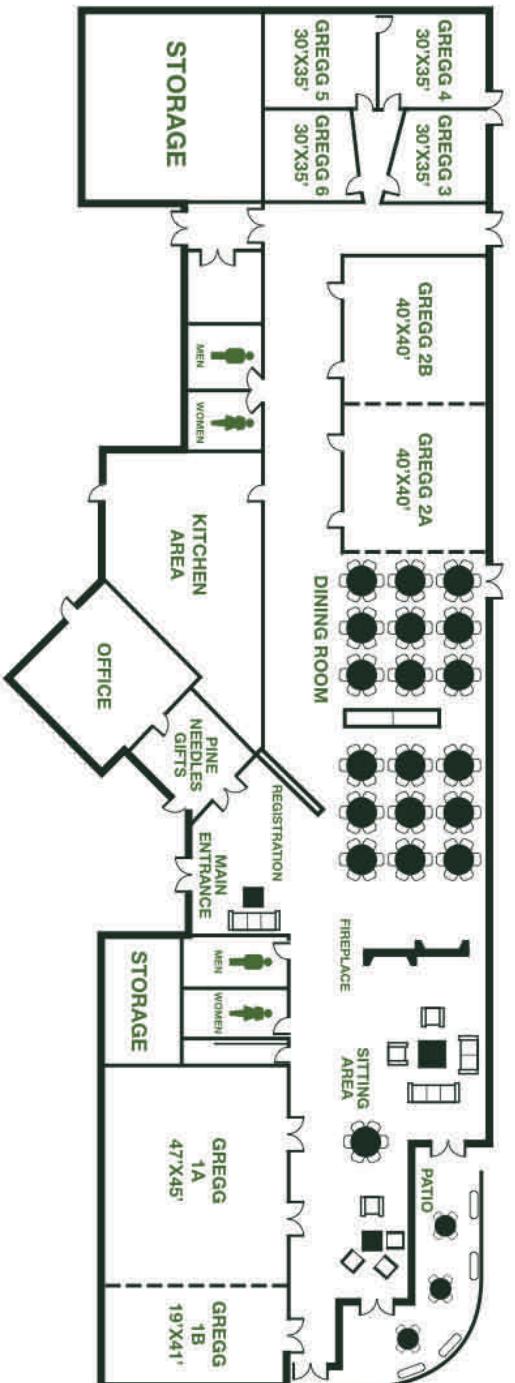
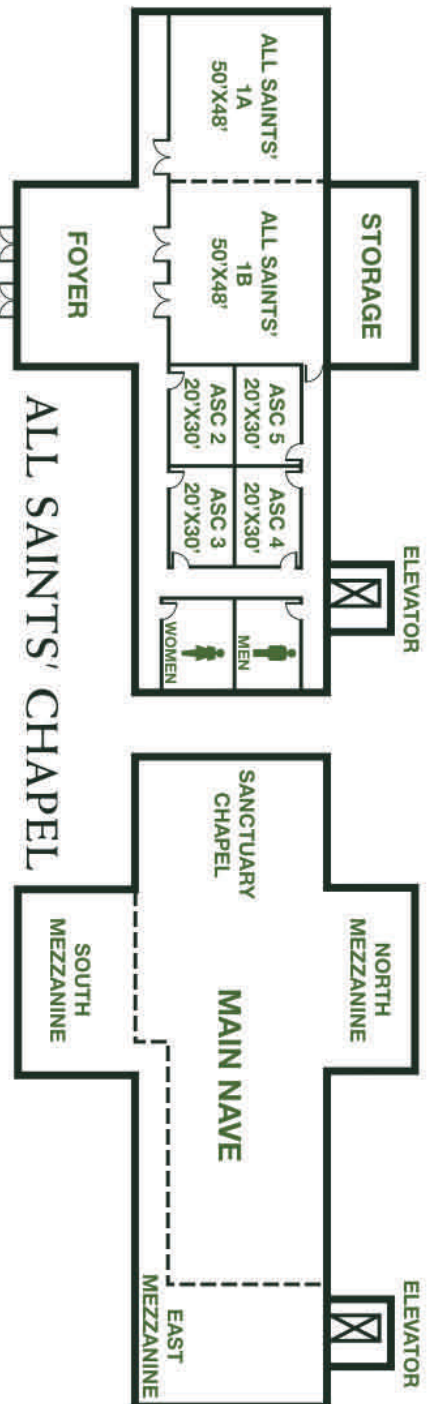
Guest authorized signature and date

Guest Name Printed

Company or Organization Name

LOWER LEVEL

UPPER LEVEL

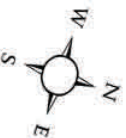


CAMP ALLEN CONFERENCE CENTER LAYOUT



Camp Allen

Conference & Retreat Center
18800 FM 362
Navasota, Texas 77868
936-825-7175 Fax: 936-825-8495
www.campallen.org



- 1. Equestrian Center
- 2. Skeet Shooting
- 3. Richardson Wing (Fitness Center & T.V. Lounge)
- 4. Conference Center Swimming Pool
- 5. Hines Wing
- 6. Quin Wing
- 7. Benitez Wing
- 8. Kinsolving Wing
- 9. Conference Center (Gregg Complex)
- 10. All Saints' Chapel Complex
- 11. Brindley Trailhead
- 12. Rectory
- 13. Guard House
- 14. Campsite #1
- 15. Pool #1
- 16. Kelly Trailhead to meditation area
- 17. Campsite #2
- 18. Hannah's Hut Canoe Center
- 19. Lake Goddard Campfire Rings

- 20. Ralph Hughes Park & Playground
- 21. Pavilion
- 22. Pool #2
- 23. Campsite 3A
- 24. Campsite 3B
- 25. Outdoor Chapel
- 26. Playing Field
- 27. Sassatfrass Cabin
- 28. Hickory Cabin

- 29. Elm Cabin
- 30. Colorado Cabin
- 31. Pecan Cabin
- 32. Live Oak Cabin
- 33. Brazos Cabin
- 34. Bluebonnet Cabin

