



Aldersgate Camps and Retreats

Guest Planning Worksheet

Thank you for choosing Aldersgate to host your retreat. Our goal and prayer is to make this retreat successful. This form will give us the details needed to host your retreat and meet all of the retreat needs. We ask for the Guest Planning Worksheet, a copy of your **schedule** and a tentative guest numbers sent to Aldersgate **THREE WEEKS** before the retreat date and final guest numbers and housing sheets to be sent in **TWO WEEKS** before the retreat date. Aldersgate understands last minute changes and additions may come up and we are flexible working through the changes with you as needed.

Check in and Departure:

1. Name of church/organization: _____
2. Retreat date: _____
3. Time of early arrival team: _____ remaining group arrival: _____
4. Room checkout time: _____ Departure time: _____
(please be no later than the times on the contract)

Food Service (refer to the contract for meal times):

5. Tentative count of full time guests: _____
6. Part time guests for additional meals: (Please list each meal and number of additional guests)

7. Medical dietary needs, please see Aldersgate Medical Diet Form (on page 3).

Housing: For housing with linens, housing assignment sheets are due **2 WEEKS** before retreat date.

8. All other housing (refer to contract for housing), cabins/bunk dorms being used:

9. Additional linen/towel sets (other than contracted, \$14.00 fee): **Yes** **No**
Location and how many sets:

Meeting Rooms:

10. Please list all meeting rooms you plan to use:

11. Location of registration: _____ tables/chairs for registration: _____
12. Coffee Service is included in Fireside, Fircrest and Pinewood, and always available in the dining hall.
Auditorium and Chapel coffee bar additional \$2.50 per person: **Yes** **No**
13. Additional meeting rooms for breakouts: **Yes** **No**. If yes, how many: _____

Communion: We offer communion service at \$.40 per person.

14. Communion service: **Yes** **No**, Location: _____ Day/Time: _____

Gym Access: the gym and game room are open at all time for our guests, with the exception of exclusive reservations

15. Exclusive reserved recreation time in the gym: **Yes** **No**. If yes, Day/Time: _____
*subject to availability

Outdoor Camp Fire:

16. Reserved outside fire pit: **Yes** **No**. If yes, Day/Time: _____
*subject to availability

Recreation: Our paintball course, climbing wall, waterslide, and inner tubing are available for an additional fee. All other recreation options included at no charge. Please list any paid recreation requests and times:

Please contact us with any questions. Once the Guest Planning Worksheet is received, we will review all the details and send a confirmation.

Meeting Rooms: Please make as many copies of this as you have meeting rooms.

List Meeting Room: _____

- Circle layout of meeting room:
Theater Classroom Circle U Shap Square Other: _____
- How many chairs: _____
- Number and location of tables:

(Most meeting rooms have 8' tables; Cedarwood Chapel, Fireside and Pinewood have 6' tables)

Audio Visual Equipment is available for: Oakwood Auditorium, Oakwood A, Fireside Room, Fircrest Lodge, Pinewood Lodge. Limited equipment available elsewhere.

- How many microphones: _____ microphone stands: _____ music stands: _____
Limited amount of wireless options available upon request
- Podium: **Yes No**
- Projector screen: **Yes No**
- Portable projector (\$25.00 weekend rental fee): **Yes No**
- Projector table: **Yes No**
- DVD player to TV: **Yes No** DVD/BluRay to Projector: **Yes No**

List Meeting Room: _____

- Circle layout of meeting room:
Theater Classroom Circle U Shape Square Other: _____
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- Number and location of tables:

(Most meeting rooms have 8' tables; Cedarwood Chapel, Fireside and Pinewood have 6' tables)

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Medical Diet Form

Aldersgate Food Service offers a broad spectrum of menus served buffet or cafeteria style. Most guests with specialty medical dietary needs are able to accommodate their dietary needs sufficiently with our wide variety and selections. A complementary refrigerator/freezer and microwave are located in our Main Dining Hall area to store and reheat pre-prepared foods brought to supplement more complex dietary needs.

We offer **five primary medical dietary options**: no gluten added (non-celiac), no dairy, no nuts or peanuts, kosher, vegetarian or vegan (limited menu). For more information, please see our Allergen Statement, page 4.

Please complete this form and send to Aldersgate **2 WEEKS** before the retreat date.

Special Dietary Need:

No gluten added:

No dairy:

No nuts or peanuts:

Vegetarian:

Vegan:

Number of Guests:

If a guest has a combination of these needs or other dietary restrictions, those individuals can contact our chef directly at chef@aldersgateretreat.com.

If a guest group is in need of a special diet menu for the majority of the group, Aldersgate Food Service will do our best to accommodate those specific needs as they become necessary. Some extra cost may be incurred for this service. Please contact Guest Services for this request.

Please send this to Aldersgate Camps and Retreats

7790 Marion Rd SE Turner, OR 97392 • PH: 503-743-2494 • FAX: 503-743-4858 • gsinfo@aldersgateretreat.com

Allergen Statement:

Aldersgate Food Service locations contain most common allergens frequently in contact with food. Since allergens are present in our facilities, cross-contact can easily occur. We cannot guarantee any item to be "allergen free" as it relates to prepared menu items. We suggest that you inform the Food Service "Person in Charge" at your meal time and inquire of any allergens prior to partaking of the menu item.

Peanuts or Nuts: Peanuts and nuts are found and used in our facility. If there are known severe allergies requiring Epi-pens or medical attention, we will do our best to abstain from setting out products that contain any kind of nuts or peanuts during the duration of the guest groups stay. It is impossible to guarantee that any menu item will be completely free of nuts or nut allergens, or manufactured in a nut-free facility.

Shellfish: Aldersgate Food Service occasionally utilizes and serves shellfish and seafood proteins. These products are typically labeled as to their ingredients. Shellfish and seafood allergenic protein may be on equipment surfaces and come in contact via unforeseen cross-contamination.

Soybean Oil: Most of our grilling oils, salad dressing, and mayonnaise-based products contain soybean oils. Soy products and soybean oil may be on equipment surfaces and come in contact via unforeseen cross-contamination. Some products used may have soybean oil and soy lecithin, even if products are not labeled as such.

Gluten Sensitive: Gluten can be found in many Aldersgate menu items, and is served on our buffet lines on a regular basis. Aldersgate Food Service has an active bakery, and all items within our facilities can easily be cross-contacted during production and preparation. Although we make good effort to guard our guests' health and well being, gluten may be on equipment surfaces and come in contact via unforeseen cross-contamination at any time during the production or serving process.