

## **HOPEWELL RETREAT PLANNING PACKET**



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### **Why Retreat?**

The word “retreat” is often associated with spiritual renewal, but withdrawing to a quiet place can be beneficial to body, mind and spirit. Everyone needs the opportunity to get away from the daily routine now and then to be renewed and reenergized in their personal lives, work, relationships and spiritual life. Whether you are planning for a church group, a group of colleagues at work, children and youth, married couples, singles, or a group of students within a class or school organization, retreats can be helpful in many ways.

Some of the reasons to consider a retreat are:

- Distractions are greatly reduced;
- An extended period of time to focus on a selected subject, issue, project, or need;
- Time for reflection and relaxation;
- Time and setting encourage physical activity and fun;
- A common experience and shared time strengthens community and teamwork;
- A natural environment is loaded with images and metaphors useful for teaching.

In addition to the beautiful setting, Hopewell offers many services that can enhance the success of your program. Call us to schedule your retreat today!

## **10 Quick and Effective Keys to Successful Retreats**

1. **Start planning early!** Make reservations between three months and up to one year in advance. Choose your first, second, and perhaps third choice for dates. Involve some of the proposed participants in setting goals and planning activities. They know their own needs and can be your best recruiters. Set realistic goals for the number of participants.
2. **Identify your purpose:** Decide what issues, needs or subjects will be addressed at the retreat. What will be gained by those who attend the retreat?
3. **Plan activities.** Make sure planned activities fit the purpose. If time for personal reflection is needed, schedule accordingly. If improving cooperation and communication are objectives, you may want to arrange for some team building or low challenge elements.
4. **Know the place.** Visit Hopewell some of the planning team. The setting will suggest many ideas. Our staff will give you a tour and brainstorm ideas with you, if needed. Ask about special services like hey! rides, bonfires, challenge course, canoeing, etc....
5. **Budget carefully.** Your budget should include such as:
  - Site costs for room, food and other services as reserved.
  - Honorarium and expenses for outside leadership and program supplies.
  - Give-a-ways. (Some groups give special caps, bandanas, or t-shirts as mementos of the retreat.)
  - Add 10% for unexpected expenses or seed money for the next retreat.
  - Set fees accordingly.
  - Determine and communicate your policies about refunds and cancellations.
  - Determine your policy about scholarships.
6. **Promote the event.** Promote your event by direct communication with the people who will benefit from attending. Well in advance:
  - Line up persons to call and invite potential participants.
  - Prepare a fun promotional skit for an assembly, church supper, or worship.
  - Hand out and mail invitations with application forms.
  - Announce the retreat weekly until all spaces are full.
  - Do not cancel because of low numbers. Do the retreat with the remnant and make sure they have the time of their lives. They will come back so excited everyone will wish they had been there.
7. **Resources:** Plan and gather resources early and continue right up to the event. There will likely be surprises during the retreat so plan to be flexible but don't lose sight of the goals.
8. **Creativity:** Be creative with your program but maintain some traditions which are meaningful to participants.
9. **Evaluation:** Plan and prepare an evaluation process. How well were goals met? What was especially meaningful? What could be done better next time?
10. **Your Next Retreat:** Start planning your next retreat now. Reserve space soon.

# **RETREAT PLANNING PACKET**

## **Guest Policies and Information**

Thank you for considering Hopewell as the site of your retreat! Please contact us if you have any questions about accommodations or services available. We are happy to serve you and glad to help provide the best possible event for your group. Once you have selected a date for your event, call us so we can discuss your needs. We will send you a reservation agreement listing the dates and services you have requested. **Your reservation is confirmed when you have signed and returned the duplicate copy of your reservation agreement with the appropriate reservation fee.**

## **Fees, Refunds and Cancellations**

A current rate sheet is enclosed with this packet. A ***non-refundable, non-transferrable reservation fee*** (minimum of \$5.00 per person for the numbers of spaces reserved for each overnight) is required to hold your reservation on our books and should be paid upon receipt of your reservation agreement. This fee is applicable toward your total rental fee. **The balance of the entire rental fee should be received in our office 10 days prior to your reserved arrival date** and we ask that you guarantee your reservation numbers with us at that time. We will guarantee food service for up to a 10% increase in the number of guests for which you have reserved and you will be billed accordingly. We will adjust your billing up to a 10% decrease in the number of guests for meal cancellations, but you will be charged in full for any meal cancellations beyond 10%. **No additional refunds (such as on lodging) will be made for cancellations that occur within this 10-day period.** We're glad for you to use the buildings, property or equipment as reserved. However, deliberate damages such as graffiti or unnecessary discharge of fire equipment are costly to repair. Any damages beyond normal wear and tear will be billed to you at a minimum of \$100 (for each incident) to cover repair costs.

In the event that Hopewell must cancel your reservation due to fire, natural disaster, or other acts of God you will be notified as soon as possible and given the option of rescheduling your event or receiving a full refund less the initial deposit.

## **Leader Planning Information**

### **Check in/check out**

- Please check in at the office upon arrival and departure.
- "Check in" time for overnight accommodations is after 1:00 p.m.
- "Check out" time for overnight guests is 11:00 a.m.
- A member of our staff will provide a brief orientation to Hopewell's safety procedures and hospitality guidelines soon after your arrival.

### **What to Bring**

- Comfortable walking shoes and clothes are appropriate camp attire.
- Evenings may be cool or cold in winter and rainstorms come unexpectedly, so pack well and be prepared.
- Overnight guests should bring towels, twin-size bed linens, pillow, and blanket unless linen service is requested.
- A flashlight will come in handy.

### **Maintenance**

- Keeping your areas clean during you stay will help us keep your reservation rates low.
- **Maintenance problems, repairs or supply needs** should be reported to the directors so that we may serve you better.

**For guests being served meals:**

- Please let our staff know in advance of your arrival if there are specific dietary needs.
- Assist the kitchen staff by setting and clearing tables as needed.
- Regular meal times are Breakfast- 8:00am, Lunch- 12:00pm, and Supper-5:30pm.

**For Challenge Course:**

- Be sure all participants have completed and signed the “Challenge Course Informed Consent” form provided with your reservation confirmation.
- If the form is misplaced it can be found on our website [www.camphopewell.com](http://www.camphopewell.com).
- You may copy this form as needed.
- Remember to bring the completed forms with you to Hopewell.
- Make sure all participants bring appropriate footwear (shoes must have backs) and either pants or long shorts.

**Smoking is not** permitted inside any of the buildings. Smokers are asked to use outside porches for this purpose and dispose of used materials in trash receptacles. Please refrain from smoking in the presence of nonsmokers and children when they are on site.

**Written procedures for handling emergency situations** are posted in each building for your information and safety.

**A courtesy telephone** is available at the office building just inside the main door. Please keep calls brief. Emergency phone calls may be received on this line which is the office number for the **Site and Program Directors’ office (662) 236-4411** or at the main **Administrative Office phone # (662) 234-2254**. Personal long distance calls are not to be charged to the camp phone.

**Meeting rooms** will be assigned according to your group size and program needs. You are provided one meeting space with your overnight reservation. Additional meeting space may be reserved at the building rental rate and on a space available basis.

Small groups, not using all facilities, may need to coordinate activities with other guests. Activities for youth must be supervised at all times by adult members of the group. All youth groups must be accompanied by **adult chaperones** who will stay the entire time and will live in the cabins with the youth. The required minimum ratio is as follows: 1 adult to 6 youth for ages 6-9, 1 adult to 8 youth for ages 10-13 and 1 adult to 10 youth for ages 14+. Hopewell recommends that all chaperones ages 18 and older be screened according to American Camp Association standards. For more information, check out the ACA website at [www.acacamps.org](http://www.acacamps.org) or call us at (662) 234-2254.

In the event of **emergency**, accident or illness of any person, detailed reports will be filed on forms provided by the camp. Please gather the following information on all members of your group: name, address, emergency contacts, allergies or other health conditions requiring care or accommodation, and for minors without a parent on site, signed permission to seek emergency treatment. Your cooperation is appreciated. **First aid treatment, supplies and emergency transportation are not provided by Hopewell** and are the responsibility of each guest group. There is an AED provided by the camp for use which is located inside the camp office. We will be glad to telephone ambulance services for you. Costs are the responsibility of the individual. Accident and illness insurance for guests is not provided by Hopewell and is the responsibility of each group or individual. User groups that carry their own commercial insurance shall supply a certificate of

insurance with General Liability limits of at least \$1,000,000 naming Presbytery of St. Andrew – Camp Hopewell as additional insured. This certificate of insurance should be returned with your reservation. We advise guest groups to provide adults with current CPR certification, and additionally, for youth groups, current First Aid certification, to be on duty for emergency care.

Please **report any intruder or suspicious unidentified person** to the Directors immediately. If there is immediate danger, **please call 911**.

Ongoing maintenance of facilities is the responsibility of Hopewell. Hopewell Camp and Conference Center staff retain the right of entry to all facilities for any reason at any time.

**Build campfires** and cookouts only in designated areas. We will be happy to assist you in locating an appropriate area for your fire. Split wood is normally available for fireplaces.

**Alcoholic beverages** are not permitted on the camp property at any time due to the nature of the guests we serve which include many children, youth and others who would find its use inappropriate. For your safety and the safety of other guests, groups are not permitted to have **firearms** on camp property. Possession or use of illegal **drugs** is also prohibited.

If you plan to bring any **personal sports equipment**, please make arrangements in advance to assure safe storage and handling for everyone's protection. For the safety of your pets and our guests, please leave **pets** at home.

Please use designated **parking areas** for vehicles and observe the **6 mph speed limit** on camp property. For your safety, guests are requested to walk to the side of the road when vehicles approach. Hopewell does not permit the transportation of **persons in non-passenger vehicles** and requests guests' cooperation with this policy. This means persons shall not ride in the back of any pickup truck or ride while hanging on to the back or side of a golf cart, gator, or tractor. Passengers participating in "**hey rides**" must remain seated at all times on the floor of the wagon or on bales, if provided.

For the safety of our guests, **wheelchairs in aquatic areas** are not permitted beyond indicated boundaries. For your convenience, a designated boundary is marked at the pool. Wheelchairs are not permitted on docks or lake shores. A guest should be assisted and removed from his or her wheelchair in order to safely participate in activities in any aquatic area. If you have a member of your group in a wheelchair that would like to participate in aquatic activities or if you need further assistance accommodating a participant in a wheelchair, please notify a director and we will be happy to assist you.

Be aware that during periods of sustained cold weather when the lake **freezes over**, walking on ice out in the lake is not permitted.

## Programming Fees

### Swimming

A Certified Staff Lifeguard is provided for every 25 people (minimum 2 lifeguards). The pool is open for guest use May 15- October 1, except when camp is in session.

Up to 25 people	\$75 per hour
26-50 people	\$100 per hour
51-75 people	\$125 per hour
76-100 people	\$150 per hour

### Canoeing/Kayaking

Participants must have a certified Hopewell staff lifeguard. PFD's are required at all times and all posted safety regulations must be followed. Please note that swimming is NOT permitted in the Hopewell lake.

Up to 25 people	\$75 per hour
26-40 people	\$100 per hour

### Challenge Course

- Low Challenge                      \$15 /per person/half day
- High Challenge                     \$20 /per person/half day
- Zip line                                \$20 / per person/half day
- High Challenge + Zip line       \$30 / per person/half day

*Minimum charge is for 12 persons. Authorized Staff Leadership is required for use of any Challenge Course activity. Half Day is 9am-12pm or 1pm-4pm.*

**Hey! Ride** (approximately 40 people) \$75/per hour

**Shady Chute** \$75/ per hour

**Archery + Slingshot Range** \$75/per hour

**Other Program Leadership** \$75 per hour (plus expenses)

- Bible Study // Worship // Recreation // Arts + Crafts // Led Nature Hike

### Free Options:

Hiking	Labyrinth	Backyard Games
Fishing	Swings	Basketball Court
Soccer/ Playing Field	GaGa Ball	4-Square
Frisbee	Bonfire	Outdoor Worship Centers

*All amenities listed above are free for overnight guest use (can also be reserved for non-overnight guests, with the Day Use fee). For bonfires, please make arrangements with Hopewell staff before your arrival.*

## **Hopewell Guest Rates**

Effective 1/1/2019

*(All rates subject to change upon 3 month notice)*

### **Overnight Guests**

Rates listed are per building

<b>Name</b>	<b>Bed #</b>	<b>Cost per night</b>
Cabins	16-20	\$325
Tree House	24	\$350
Cornerstone Lodge	20	\$525
Overlook Lodge	28	\$525
Burghen Center (entire building)	13	\$350
Burghen Center (suite)	1 Queen	\$120

*Burghen Center suite includes bedroom + bathroom + living room + kitchen.*

### **Additional meeting space for overnight guests:**

<b>Name</b>	<b>Seating Capacity</b>	<b>Cost per day</b>
O'Dell Hall	175	\$100
Church	125	\$125
Pavilion	150	0
Office	30	\$80

*Lodging + Additional Building descriptions can be found on the next page.*

### **Extras**

**Linens** may be provided for any building at \$15 per set/bed.

**Extra mattresses** for the floor are available at \$10 each/night

**Outpost camping** - \$10 per person

### **Day Use/ Non-Overnight Guests**

**Day use fee: \$5 per person**

<b>Name</b>	<b>Seating Capacity</b>	<b>Cost per day</b>
O'Dell Hall	175	\$150
Church	125	\$175
Pavilion	150	\$150
Office	30	\$100
Cornerstone Lodge	50-60	\$275
Overlook Lodge	30-40	\$250

***A 10% discount will be given to members of St. Andrew Presbytery.***

***Receive a 5% discount when booking 9 months prior to retreat. (discount given once deposit has been received and only if deposit is paid 9 months prior to retreat.)***

### **Lodging + Additional Building Descriptions**

## **LODGING:**

**Cabins-** Our cabins are set up like duplexes. Each side has a separate restroom, vanity sink and shower. Our three cabins are available each with twin bunk beds, which can sleep 16-20 people each. All of our cabins have heating and air conditioning, and serve as a great housing option for your retreat group.

**Tree House-** Our Tree house cabin is located in the beautifully wooded Adventure Camp area, just beyond our lake. It is approximately 1/4 mile from the Edwards Dining Hall, and is near our Challenge Course area. Two dorm-style bedrooms are located on each side, and are each equipped with a bathroom and shower. A central meeting space connects the sides and the three, separate outer decks can also be used for additional meeting space. Treehouse sleeps up to 24 people, 12 per side, with four bunk beds and four single beds

**Overlook-** Spread out in Overlook Lodge. This is a spacious, 28 bed lodge, complete with five restrooms and four separate showers. A refrigerator, microwave, and coffee maker complete the 'mini-kitchen'. The large fireplace in the great room makes meeting an enjoyable time. Outside you will be able to enjoy the view of Lake Andrew. This building is also equipped with internet access.

**Cornerstone-** There are four bedrooms, with three lower and two upper bunk beds per room, for a total of 20 beds. The upstairs loft can be used as a small meeting space or for additional sleeping by putting mattresses on the floor. The large meeting room, complete with fireplace, will seat up to 60 people in theatre rows, or 48 at tables. Outside is a large deck that can be used for additional small group meetings or just to relax on and enjoy the scenery. For those groups who desire to prepare their own meals, Cornerstone Lodge is equipped with a full kitchen, including a coffee maker. The building is wheelchair accessible and equipped with internet access.

**Burghen Center-** The Burghen Center features a suite with a queen-sized bed with a vanity and private bathroom. Additionally there are two private rooms, each with a private bathroom; and two private rooms with a shared bathroom. All are triple occupancy, with one single twin sized bed, and one bunk bed. The Burghen Center also has a full kitchen, including a coffee maker, that can seat up to 12 people. It also features a living room at the front of building.

## **ADDITIONAL BUILDINGS:**

**O'Dell-** O'Dell Hall is a spacious 175-seat facility with a wrap-around deck that overlooks our beautiful Lake Andrew. This building features a stage and restrooms, complete with a fireplace. This unique building offers you plenty of breakout meeting space, along with additional space outside for your group's needs. O'Dell provides a great space for indoor recreation or as an assembly space.

**Pavilion-** As you turn into Camp Hopewell, the Green Pavilion is one of the first things you will see. The Green Pavilion is a covered, open-air picnic shelter with easy access to the swimming pool, playing field, barbecue grill and restrooms. It is perfect for your next church picnic or family reunion.

**Church-** The newly renovated Hopewell Church provides a central location for worship or assembly here at Hopewell. The quaint, mid-19th century revival building was built in 1866. This church is the central architectural structure at Hopewell, and is on the National Historic Register. This lovely building, with its amazing acoustics and natural lighting, can be transformed to meet your needs- whatever they may be. With moveable seating, the possibilities are endless for what you can do with this space. It is the perfect location for worship services, weddings, devotionals and meditation. It also serves our camp well as a general meeting space for any type of group.

**Office-** This meeting space pulls double duty. During the summer this space acts as a staff lounge for our summer camp staff. During our retreat season this space can be used for smaller group meetings. It can be set up with tables and chairs in conference style seating, or we can leave the comfortable furniture for your convenience. This building is equipped with Internet access and a mini kitchen, including a coffee maker, refrigerator and microwave.



# Camp Hopewell Food Service Options

Meals	Adult	Child (4-11 w/ parent)
Continental Breakfast	\$5	\$2.50
Breakfast	\$8	\$4
Lunch/Supper	\$9 or \$11	\$5 or \$7
Catfish/Fried Chicken	\$13	\$9
Snack	\$3	\$3
Salad Bar (lunch/supper)	\$2	\$2

All prices listed are per person

## Breakfast (\$8) Options

All Breakfast options are served with Beverage, fruit, yogurt and cereal assortment

### **Traditional Option:**

1 bread, 1 meat, 1 side, scrambled eggs

### **Casserole Option:**

Choice of casserole + 1 meat + 1 side

**Meat Options:** Link Sausage, Sausage Patties, Bacon

**Bread Options:** French Toast, Pancakes, Biscuits, Muffins, Bagels

**Sides:** Grits, Hashbrowns, Oatmeal

**Casseroles:** French toast, Eggs + Sausage, Frittata, Sausage Casserole, Egg + Veggie

## Lunch/Supper

Choose an entrée + 2 sides + choice of bread + dessert

### **Entrees (\$9) :**

Chicken Caesar Salad

Hamburger

Tacos or Taco Salad

Pizza

Spaghetti + Meat Sauce

Chicken or Steak Philly Cheese Sand.

Chicken Strips

Chicken + Bacon + Ranch Wraps

Chicken Salad Sandwiches

Soup + Sandwich

### **Soup Choices:**

Vegetable, Tomato, Broccoli Cheese,

Chicken Noodle, Potato, Taco

### **Sandwich Choices:**

Cold Cuts

Grilled Cheese

### **Entrees (\$11)**

Marinated Baked Chicken

Honey Mustard Chicken

Pork Tenderloin

Baked Ziti

Poppyseed Chicken

Beef or White Chicken Chili

Blackened Chicken Alfredo

Lasagna

Chicken Pot Pie

### **Bread Choices:**

Dinner Roll, Garlic Bread, Corn Bread

### **Beverage Options**

Tea (sweet/unsweet)

Koolaide // Lemonade

### **Sides ( choose 2 )**

French Fries, Sweet Potato Fries, Chips, Baked Potato,

Mac n' Cheese, Rice, Green/Black/Pinto Beans,

Broccoli/Cauliflower (roasted or steamed), Coleslaw,

Pasta Salad, Potato Salad, Broccoli Salad

Tossed Side Salad, Mashed Potatoes + Gravy

### **Desserts:**

Cake

Cookies

Brownies

Cobbler + Ice Cream

Banana Pudding

Fruit + Whipped Topping

### **Fried Chicken Dinner \$13**

Fried Chicken

Mashed Potatoes

Mac n' Cheese

Green Beans + roll

*Both Specialty dinners are served with your choice of dessert and beverage*

### **Catfish Dinner \$13**

Fried + Baked Catfish

Hush Puppies

Cole Slaw

Roasted Potatoes