

ALPINE MINISTRIES

Alpine Adventures & Alpine Retreats

161 College Dr., Mt. Hope, WV 25880 (800) 806-2180 (304) 877-6427 FAX (304) 877-5046 Email: alpineretreats@abc.edu

2017 Registration Form

Please Print:

(Retreat)

Reservation Name: Organization / Group Name / Individual

Mailing Address

City

State

Zip Code

Leader / Contact Person (Please - only one)

Is this a church address? YES NO

Phone #: AM

- -

Extension: _____

Cell Phone #:

- -

Fax #:

- -

Fax always on Call first

Email Address: _____ @ _____ (indicate spaces)

1. Total number of people in the group (including sponsors):

2. Total number of Males in group:

Total number of Females in group:

3. Number of Adults (age 18+): _____ Number of Youth (ages 12-17): _____ Number of Children (ages 4-11): _____

4. Arrival Date: _____ Time: _____

Note: Arrival is: 7:00 PM - 12:00 midnight each night. All groups must be checked in by midnight.

5. Departure Date: _____ Time: _____

Note: Departing groups must depart by 10:30 AM on the scheduled departure day (10:00 AM on Sundays).

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6. Overnight Lodging: Please check the style of overnight housing that you desire for your group. All lodging is based upon availability and group size. You should also select a second choice.

First Choice:

Alpine Lodge Alpine Cabin(s) Other: _____

Second Choice:

Alpine Lodge Alpine Cabin(s) Other: _____

7. Meals: Please **indicate** the date, and check the appropriate box for the meals that your group will need. Next to each meal that you check, please give the number of guests that will be involved with that meal.

Day	Date	Breakfast	Lunch	Dinner	
Monday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	
Tuesday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	
Wednesday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	
Thursday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	
Friday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	
Saturday	____/____/____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____	<input type="checkbox"/> # _____ Continental Breakfast
Sunday	____/____/____	<input type="checkbox"/> # _____	(No other meals available.)		<input type="checkbox"/> # _____ Continental Breakfast

When college is in session, only a continental breakfast is served on Saturdays and Sundays. Groups that are here when college is not in session have a choice of breakfasts.

(Exceptions can be made for groups of 50 or more.)

Deluxe Continental Breakfast

Includes a variety of donuts, danishes, breads, bagels, muffins, waffles, cereals, fresh fruit, boiled eggs, juices, milk, coffee, hot chocolate.

\$4.50 per person

Hot Breakfast

Includes eggs, breakfast meat, breakfast potato, pancakes or French toast, cereals, toast, waffles, fresh fruit, juices, milk, coffee, hot chocolate.

\$6.50 per person

8. Facilities: Please check the boxes that apply to your group's interests. Each is based upon availability. Refer to Rates Sheet for applicable charges.

Meeting Room Use: Suggested Day/Time: _____

Campfire: Suggested Day/Time: _____

Gym: Use is limited Sept.-April due to college use. w/Climbing Wall Suggested Day/Time: _____

College Tour for your group: Suggested Day/Time: _____

RESERVATION, PAYMENT, AND REFUND POLICIES

To make a reservation with Alpine Ministries, a Registration Form must be completed and returned with a security deposit **and** a \$15.00 per person *non-refundable, non-transferrable* registration fee. Credit Cards that are used for Security Deposits are subject to approval. Once approved, the credit card number will serve as the Security Deposit. The card will not be charged unless a cancellation occurs less than sixty (60) days before the scheduled arrival or damages/expenses occur due to a group's visit. Upon our receipt of the Registration Form, the security deposit, and the registration fees, your group will be added to our calendar and a confirmation will be sent to the group leader. In the event that a reservation is canceled before sixty (60) days of the scheduled arrival date, only the security deposit will be returned. Cancellations less than sixty (60) days before the scheduled arrival will result in forfeiture of the security deposit and registration fees.

The security deposit may also be used to cover expenses created from damage to property or equipment by individual or group neglect, misuse, or abuse; and any additional expenses, which are created by a member of the group. **The security deposit is not applied to your balance due.** After your visit, the refundable portion of the security deposit will be processed and mailed by our business department (this will take several weeks). **Registration fees will be applied to the balance due on the confirmation.** *Reductions to the size of the group will result in a proportional loss of registration fees to be applied to the group's balance due.*

Security Deposit Requirements...

Retreat or activities with lodging.....	\$250
Single day activities without lodging.....	\$100
Lodging only.....	\$100

The complete and final payment for the cost of your visit/trip **must** be received in our office at least thirty (30) days prior to your scheduled arrival. Failure to pay this amount may result in the forfeiture of the group's security deposit, registration fees, and reservation. Any changes to your group must be received in our office thirty (30) days before your scheduled arrival. **Reservations made less than thirty (30) days before a visit must be paid in full at the time a reservation is made.** A guaranteed number of guests must be given to our office at the time the reservation is made. Groups are responsible to cover the complete expenses for the total number of guests that are submitted.

In the event that **ALPINE MINISTRIES** cancels a visit, a full refund of any received payments will be given. Security Deposits and Registration Fees are not considered payment and will be forfeited by a group if we cancel a reservation due to missed payments by the group. We reserve the right to make alterations in schedules, activities and programming due to factors beyond our control (weather, college activities, etc.).

Any request for refunds due to medical or emergency situations must be submitted in writing within two (2) weeks of the departure date. Refunds to be given are at the sole discretion of Alpine and will be subject to a 10% handling fee.

We strive to provide a quality experience for our guests. We are preparing for your group's visit even before your arrival. Staffing and food budgeting are based upon reservations. Cancellations create difficulties for our preparation, scheduling, and other groups may not have been able to come because of already filled reservations. When a cancellation occurs, we may not have opportunity to fill the vacant facilities because of a shortage of time. **Please plan responsibly and realistically for your group's needs.**

Please make checks/money orders payable to **ALPINE MINISTRIES** or **APPALACHIAN BIBLE COLLEGE**. MasterCard, VISA, and Discover Card are also accepted.

I, the undersigned, am sending my Registration Form, security deposit, and \$15 per person *non-refundable, non-transferrable* registration fees to make a reservation with Alpine Ministries.

I understand that the complete and final payment for the cost of my visit/trip to Alpine Ministries must be received at least thirty (30) days prior to my group's scheduled arrival. I also understand that failure to pay this amount may result in the forfeiture of my group's security deposit, *non-refundable, non-transferrable* registration fees, and reservation.

In signing for my group, I agree to abide by the reservation, payment, and refund policies as outlined above. I further agree to abide by the standards governing personal conduct and use of equipment and property belonging to Alpine. I will also abide by any decisions concerning activity scheduling and small group assignments.

Signature: _____ **Date:** _____

Group Leader

Security Deposit and Registration Fees:

A Security Deposit and a \$15 Per Person *Non-refundable* Registration Fee must accompany this form in order to make a reservation. **Please enclose your security deposit of either \$100 or \$250 and the registration fee per person.**

Security Deposit Requirements: please mark the appropriate box and enclose proper amount or complete the credit card information below.

- Retreat or activities with lodging..... \$250
- Single day activities without lodging..... \$100
- Lodging only..... \$100

and

Non-refundable Registration Fee of \$15 Per Person x _____ Guests = \$ _____

Please check 2 boxes:

(Your reservation cannot be finalized unless 2 boxes are checked.)

- Please approve (but don't charge) my credit card for the *Security Deposit*.
- I am enclosing a check for the *Security Deposit*.

- Please charge my credit card for the \$15 Per Person *Non-refundable Registration Fee*.
- I am enclosing a check for the \$15 per person *Non-refundable Registration Fee*.

Credit Card Information: Mastercard Visa Discover

Name as it appears on credit card: _____

V-Code Zip Code

Credit Card Number: ---

Expiration Date: _____ Signature of Card Owner: _____

Please mail completed Registration Form along with your Security Deposit and Registration Fees to:

**ALPINE MINISTRIES
161 College Dr.
Mount Hope, WV 25880**

If paying by credit card, you may email or fax your registration form. (Contact info at top of page one.)