

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

2024 Registration Form

Please Print:

(Retreat with no adventures)

Reservation Name: Organization / Group Name

Mailing Address

City

State

Zip Code

Group Leader / Contact Person (if different than group leader)

Is this a church address? YES NO

Phone #: AM _____ Extension: _____

Cell Phone #: _____

Email Address: _____

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 13-17): _____ Number of Children (ages 4-12): _____

4. Arrival Date: _____ Time: _____

Note: For overnight guests - Arrival is: 7:00 PM – 11:30 PM. All groups must be checked in by midnight. Check-in location for all groups is at Alpine Lodge.

5. Departure Date: _____ Time: _____

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

6. Overnight Housing: 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 Bunkhouse Cabin(s) Other: _____

Second Choice:

Alpine Lodge Alpine Bunkhouse Cabin(s) Other: _____

7. Meals: Please list the date and give the number of guests that will be eating that meal.

Day	Date	Breakfast	Lunch	Dinner
Monday		# _____	# _____	# _____
Tuesday		# _____	# _____	# _____
Wednesday		# _____	# _____	# _____
Thursday		# _____	# _____	# _____
Friday		# _____	# _____	# _____
Saturday		# _____	# _____	# _____ # _____ Continental Breakfast
Sunday*		# _____ (Continental Breakfast) No other meals available.		

*No Sunday breakfast available when college is not in session.

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 for Saturday.

Deluxe Continental Breakfast

Includes a variety of pastries, breads, bagels, cereals, fresh fruit, yogurt, boiled eggs, juices, milk, coffee.
\$6.75 per person

Hot Breakfast

Includes eggs, breakfast meat, breakfast potato, cereals, pastries, yogurt, fresh fruit, juices, milk, coffee.
\$8.75 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. Suggested Day/Time: _____ w/Climbing Wall

We would like a tour of the Appalachian Bible College campus Suggested Day/Time: _____

RESERVATION, PAYMENT, AND REFUND POLICIES

RESERVATIONS

To make a reservation with Alpine Ministries, a Registration Form must be completed and returned with a security deposit **and** a \$25.00 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.

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 security deposits made by check will be processed and mailed by our business department (this could take several weeks).

Security Deposit Requirements...

Retreat or activities with lodging.....	\$250
Single day activity (no lodging).....	\$100
Lodging only.....	\$100

PAYMENTS

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.** The complete and final payment for the cost of your 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 reservation must be received in our office thirty (30) days before your scheduled arrival. Groups are responsible to cover the complete expenses for the total number of guests that are submitted. **Reservations made less than thirty (30) days before a visit must be paid in full at the time a reservation is made.** Groups are responsible to cover the complete expenses for the total number of guests that are submitted.

REFUNDS

If **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, water fluctuations, college activities, pandemics, etc.).

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

CANCELLATIONS

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.**

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.

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

NOTE: This page is for information purposes only. It does not need to be submitted with the registration form.

A Security Deposit **and** a \$25 Per Person Non-refundable, Non-transferrable Registration Fee must accompany this form to finalize a reservation.

Security Deposit

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

- Retreat or activities with lodging..... \$250
- Single day activity (no lodging)..... \$100
- Lodging only..... \$100

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

Registration Fees

Non-refundable, Non-transferrable Registration Fee of \$25 Per Person x _____ Guests = \$ _____

- Please charge my credit card for the \$25 per person *Non-refundable, Non-transferrable Registration Fee*.
- I am enclosing a check for the \$25 per person *Non-refundable, Non-transferrable Registration Fee*.

Credit Card Information: Mastercard Visa Discover American Express

Name as it appears on credit card: _____

Credit Card Number: -- -- --

Expiration Date: / Security Code:

Signature of Card Owner: _____

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

ALPINE MINISTRIES
161 College Dr.
Mount Hope, WV 25880

OR

alpineretreats@abc.edu
Fax: 304-877-5046

NOTE: We recommend making a copy of this form for your records before mailing it. If paying by credit card, you may email or fax your registration form.