



SPECIAL EVENT RENTALS

Updated September 2015

Pleasant Ridge Camp and Retreat Center offers beautiful and functional meeting spaces for large and small events, such as weddings, receptions, family reunions, and church meetings.

LUTTRELL LODGE

Luttrell Lodge is a beautiful 4000 square foot facility that seats 220 for dining or 250 conference style. It includes a stage, restrooms, deck with rocking chairs, indoor and outdoor fireplaces, and comfortable seating areas.

	Nov. 1 – Feb. 29	Mar. 1 – Oct. 31
Saturday	\$2,500	\$3,500
Sunday	\$2,000	\$2,500
Friday	\$2,000	\$2,500
Monday - Thursday	\$1,000	\$1,000
Setup Options: <ul style="list-style-type: none"> • Banquet Seating - 220 • Auditorium Seating - 240 • Combination Auditorium/Banquet – 120 and 120 • Includes 22 round tables (8'), 6 banquet tables (8') and 250 straight-backed chairs (black), initial setup and limited cleanup. 		

FIRESIDE HALL

Fireside Hall is a rustic 6000 square foot open-air facility that seats 125 at round tables or 200 conference style. It features a large stage, restrooms, canteen, craft area, and fireplace.

	Nov. 1 – Feb. 29	Mar. 1 – Oct. 31
Saturday	\$1,440.00	\$1,800.00
Sunday	\$900.00	\$900.00
Friday	\$1,175.00	\$1,175.00
Monday - Thursday	\$587.50	\$587.50
Setup Options: <ul style="list-style-type: none"> • Banquet Seating - 120 • Auditorium Seating - 180 • Combination Auditorium/Banquet – 80 and 80 • Includes 6 banquet tables (8') and 180 folding metal chairs, initial setup and limited cleanup. 		

COMBINATION PACKAGE: Includes both Luttrell Lodge & Fireside Hall

<p>Rent Luttrell Lodge any day and add Fireside Hall at the Monday-Thursday rate.</p> <p>Setup Options:</p> <ul style="list-style-type: none"> • Fireside Hall Auditorium seating – 180 • Luttrell Lodge Banquet Seating – 220 • Includes 22 round tables (8'), 10 banquet tables (8') and 250 straight-backed chairs for Luttrell Lodge, 180 folding metal chairs for Fireside Hall, initial setup and limited cleanup.

RESERVATIONS AND PAYMENT

- Reservations for may be made up to one year in advance.
- All facility rental fees must be **paid in full** when reservations are made. A credit card payment is required for the reservation.

REFUND POLICY

If you cancel your reservation, the following schedule applies:

Cancelation 30 Days or Less	Cancelation 31-60 Days	Cancelation 61 Days or Greater
Entire fee due and no refund given.	A 25% refund is returned and 75% of rental fee is charged	Full refund given minus a \$100.00 handling Fee

ADDITIONAL FEES

The balance for all additional fees will be due 30 days prior to the event date.

- **In-House Catering:** We provide excellent and affordable catering and fees are based on menu selection and number of people served. Table clothes, white china, glass goblets and metal utensils are provided with our catering service. In-house catering reservations are due 60 days prior to event. Final in-house catering numbers and menu selections are due 30 days before the event. We are happy to setup a consultation with our food service staff for you. **Catering by external companies is not allowed.**
- **Bridal Suite/Groomsmen Room:** Additional areas are available for rent for day use or overnight lodging. For day use, comfortable cabins (with meeting area, kitchenette, and bathrooms) or our Lounge (with meeting arear, kitchenette, pool table, large screen TV and a bathroom) can be rented. Single cabins and the Lounge are available for \$150/day and double cabins for \$225/day.
- **Setup/Rehearsal Reservation:** You can reserve a facility for a four hour block the day before or after your event date for \$250. If you use our in-house catering service for a rehearsal dinner, you can reserve the facility from 3:00pm – 9:00pm for the day before your event for the same cost plus the cost of the rehearsal dinner. 10 people minimum for food service (or equal cost) required.
- **Lodging:** Comfortable camp-style lodging is available for up to 160 people. Please ask our staff for details. 10 people minimum (or equal cost) required.

NOTES

Date of use	Facility/Item/Service	Cost	Notes
	Estimated Total		

PRCRC FACILITY RENTAL TERMS AND CONDITIONS

The following terms and conditions are provided to ensure your visit with us is a pleasant one. Please ensure all members of your group are aware of these terms and conditions.

- **Alcoholic beverages are not allowed at Pleasant Ridge Camp and Retreat Center; the use or presence of any alcoholic beverage during an event will result in the termination of all agreements and cancelation of your event with no refund.**
- Smoking is prohibited inside all buildings including Fireside Hall. Upon request PRCRC will set up a designated smoking area for your event.
- Your rental includes exclusive use of facility plus an on-site attendant. Facility access will begin at 9:00am and end at 10:00pm on the day of your rental unless otherwise specified in writing. Use of facility outside of reserved times will result in an additional fee.
- All decorations shall be secured to walls using string or painters tape; absolutely no tacks, staples or nails are to be used to secure decorations. Do not hang any items from the lights/rafters/chandeliers.
- PRCRC cannot provide ladders or any type of tools for hanging and or placing decorations. Please provide your own tools and or equipment. All ladders/lifts must be approved for use by PRCRC.
- Limited burning candles are allowed – ensure all candles are placed safely away for flammable items.
- Live plants may be used for decorations. Please do not cut or remove any plants from the surrounding wooded areas at PRCRC. Please remove all plants/greenery with you or place in dumpster after your event. Please do not discard any plants or other material in the surrounding wooded areas at PRCRC.
- Please inform your guest of the following areas that are off limits unless accompanied by PRCRC staff: Challenge Course, Swimming Pool Area, Archery Range, Basement, Kitchen and Administrative Offices.
- Parking: During your event all guest must park in designated parking areas. Please note that there are designated handicap parking spaces as well as a covered drop off area that may be used. Please see PRCRC staff for directions on where to park for loading or unloading vehicles for events. The area around the flag pole is a fire zone and must be kept open (except for the couple's "get-a-way car").
- Fireplaces: if you wish to have a fire during your event please notify PRCRC staff at least 7 days in advance. PRCRC staff will provide fire wood/kindling for fires and light it. Please allow all fires to burn down - do not use water to extinguish fires.
- Tents are allowed with advance notice on the grounds surrounding the building you have rented. Tents 20'x20' or larger require a permit from the county.
- All special deliveries (flowers, musical equipment, cake, etc.) and pickup/removal must be during the reserved hours. Deliveries and removal during non-reserved times will result in an extra fee. PRCRC staff are unable to receive or sign for any delivery.
- All set up configurations must be approved by PRCRC and are due 7 days before the event; any special set up request must be approved, such as – tents, furniture moved, inside furniture used outdoors and or outdoor furniture moved indoors, etc.
- Food service and overnight lodging costs will have tax added. There is no tax on other costs.

Signature: _____ Printed Name: _____ Date: _____

Type of Event (ceremony, reception, other): _____ Date of Event: _____

PLEASANT RIDGE CAMP AND RETREAT CENTER

SPECIAL EVENT INFO SHEET - PLEASE PRINT AND RETURN TO PRCRC

NAME(S):	BRIDE(S), GROOM(S), EVENT PLANNER, ETC.:	OFFICE USE
TYPE OF EVENT:	CEREMONY RECEPTION BOTH OTHER: _____	
EVENT DATE(S) AND TIME(S):		
CONTACT INFO: NAME, ADDRESS, PHONE, EMAIL, ALT PHONE, ETC.		
EVENT LOCATION(S):	LUTTRELL LODGE FIRESIDE HALL OTHER: _____	
ESTIMATED # OF ATTENDEES:	SEE SPECIAL EVENT INFO SHEET FOR FACILITY LIMITS	
BASIC AUDIO/VIDEO:	ITEMS NEEDED AND LOCATION: BASIC A/V: WIFI, MIC, SOUND SYSTEM, PROJECTOR, SCREEN	
MUSIC - BAND OR DJ:	NAME AND CONTACT INFO:	
DELIVERED ITEMS (FLOWERS, CAKE, EQUIPMENT, ETC.):	ITEM: DATE: TIME: ITEM: DATE: TIME: ITEM: DATE: TIME: PRCRC CANNOT RECEIVE/IS NOT RESPONSIBLE FOR DELIVERED ITEMS. A MEMBER OF YOUR PARTY MUST RECEIVE ALL DELIVERED ITEMS.	
FACILITY SETUP: REQUIRED AT LEAST 14 DAYS BEFORE EVENT	PLEASE USE FACILITY DIAGRAMS FOR SETUP	RECEIVED ___/___/___
FOOD SERVICE:	PRCRC or CATERER? IF OUTSIDE CATERER, NAME AND CONTACT INFO:	
OTHER INFO:		

TO BE COMPLETED BY PRCRC STAFF:

PRCRC STAFF:	OPEN FACILITES: _____ AM/PM	FOOD SERVICE NOTIFIED?	OTHER:
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SPECIAL EVENTS CATERING MENU

NAME _____ TYPE OF EVENT _____

EVENT DATE/TIME: _____ ESTIMATED # OF PEOPLE _____

MENU CHOICES

ENTRÉE		ACCOMPANIMENTS	
Parmesan Crusted Baked Chicken		Roasted Potatoes	
Roast Turkey w/ Dressing		Green Beans	
Sliced Roast Beef		Mashed Potatoes	
Virginia Baked Ham		Macaroni & Cheese	
Stuffed Chicken Breast		Steamed Vegetables	
Grilled Salmon		Broccoli & Cheese Sauce	
Shrimp Alfredo		Brown Rice	
SALADS		DESSERTS	
Salad Bar		Red Velvet Cake	
Potato Salad		Carrot Cake	
Pasta Salad		Chocolate Cake	
Cole Slaw		Pound Cake w/ Cream Cheese Icing	
		Banana Pudding	
		Strawberry Shortcake	

HEAVY HORS D' OEUVRES	
Assorted Meat Tray with Hard Rolls, Cheeses & Condiments	
Cheese ball w/ Crackers	
Mini Crab Cakes	
Cocktail Meatballs	
Mini Quiches	
Chicken Drumettes	
Chicken on a stick	
Mashed Potato Bar	
Chicken Salad Pastry Puffs	
Fresh Vegetables w/ Dip	
Fresh Fruit Display	

Catering Terms and Conditions:

- Catering is for in-house dining only and no “to go” orders are available.
- Catering reservations are due at least 60 days before the event and final numbers and selections for dining are due at least 30 days from event.

PRICING OPTIONS

Buffet Option #1\$12.95 per person

- 1 Entrée
- 2 Sides
- Salad Bar
- Bread

Buffet Option #2.....\$15.95 per person

- 2 Entrées
- 3 Sides
- Salad Bar
- Bread

Plated Meal.....\$17.95 per person

- 1 Entrée
- 2 Sides
- Salad (on table when seated)
- Bread

Heavy Hors D' Oeuvres.....\$2.25 per person and per selection

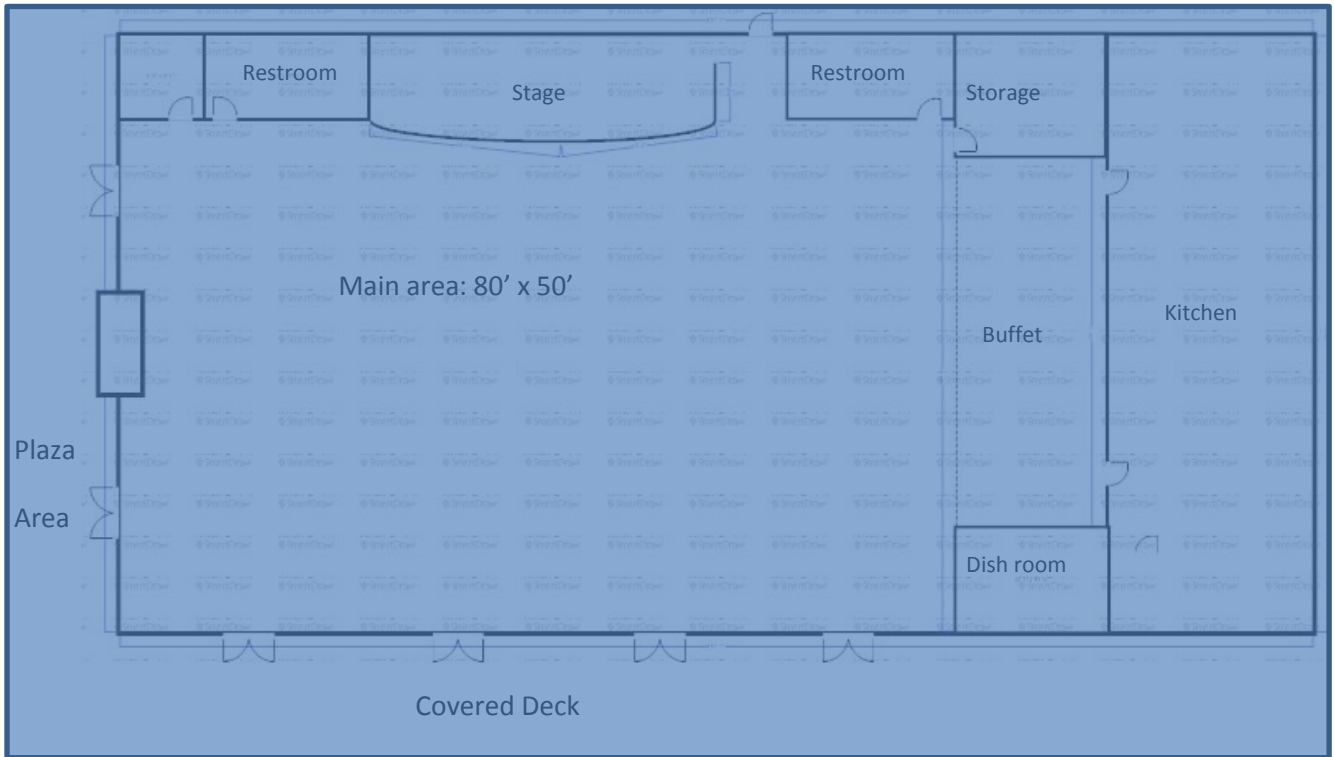
- Example: 5 items (5 * \$2.25) = \$11.25

Beverages (sweet and unsweet iced tea, water and coffee) are included in all of the above.

Notes

ENTRÉE	SIDE(S)	SALAD	HORS D' OEUVRES

LUTTRELL LODGE



FIRESIDE HALL

