



Retreat/Conference Reservations Information Packet & Worksheet

This worksheet is designed as a tool to help you organize and plan your retreat at Camp Rivercrest. This is **not** a reservation form, but you are welcome to include a copy when you make your reservation. Our goal is to make your event planning as well as your event, enjoyable for you and your guests.

If you have questions at any time, please give us a call (402-628-6465) or send us an email (info@camprivercrest.org) Office Hours: 9 am -5 pm Monday-Friday.

General Information:

- Check in for an overnight retreat is after 4 pm. Check out is 1 pm the day of your departure.
- Additional \$7 day use fee per person may apply to groups arriving before or staying after these hours.
- A security/cleaning deposit for each building is required for most events.

Suggested timeline for making a reservation

For weekend overnight groups of 10-50 people: Call our office 1-3 months before your retreat date to check on availability.

For weekend overnight groups of more than 50: Call our office 3-11 months before your retreat date to check on availability.

For repeating weekend overnight groups of more than 100: You can reserve your same weekend within 30 days of your current retreat and receive the same lodging rate for next year's retreat or conference.

For weekday or day use only groups: Call our office 2 weeks to 90 days before your event to check on availability.

STEP 1

The following information will be needed by our office in order to assist you in making your reservation. You may email or phone this information to us:

Organization or group name	Anticipated # of guests
Name of event	Age range of Retreat group
Names of event planner(s) and leadership on site during retreat	Meals you would like from our meal service.
Work/cell phone number	Desired lodging
Email address	Purpose of the event
Dates of event	Times of Arrival: Leaders, Band, Guests?

LODGING PREFERENCES

If your group is not staying overnight, skip to Step 3

Camp Rivercrest has several options for lodging. All lodging is heated and air-conditioned.

- **Ridgeview Lodge** (Sleeps 50 in bunk beds, 2 floors, 4 separate bedrooms with attached bathrooms)
 - Room 1 - upstairs/ 7 bunk beds (1 bottom bunk is a double mattress size, Sleeps 14)
 - Room 2 - down stairs/ 6 bunk beds (1 bottom bunk is a double mattress size, Sleeps 12)
 - Room 3 - downstairs/ 6 bunk beds (Sleeps 12)
 - Room 4 - downstairs/ 6 bunk beds (Sleeps 12)
- **Whitetail Lodge** (exactly the same as Ridgeview Lodge)
- **Forest Cabins** (7 cabins-each sleeps 10 in bunk beds) – shared bathroom/shower facility
- **Hilltop Cabins** (6 cabins-each sleeps 8 in bunk beds) – shared bathroom/shower facility
- **Glen Morrison Lodge** 4 bedrooms, 2 shared bathrooms with showers, shared living room area with wood burning fireplace. (sleeps up to 16)
 - Elkhorn Room* - one queen bed
 - Niobrara Room* - one queen bed, 2 sets of bunk beds
 - Keya Paha Room* - 3 sets of bunk beds
 - Platte Room* - one queen bed

Paul Andreas Lodge

Conestoga Suite – Bedroom with 2 Twin beds, entry and full bathroom

McConaughy Suite – Bedroom with Queen bed, kitchen, living room, and full bathroom

Other Items to Consider:

- Will you have a speaker? Where will he/she stay?
- Will you have a music band? How many are in the band? Where will they stay?
- Transportation - how will your guests arrive at camp? Where will you meet/check-in when you arrive?
- Will you need our audio/video equipment during your event?

STEP 3

MEETING SPACES

If you do not need a meeting space, skip to Step 4

- Ridgeview Lodge Conference Area** – kitchenette area (full size refrigerator, microwave & sink) • complimentary coffee • gas fireplace • seats approximately 80 people • portable AV Equipment available to rent • large deck on back with forest view • chairs & folding tables available upon request • Free Wi-Fi.
- Whitetail Lodge Conference Area** – Same features as Ridgeview Lodge
- Chapel** – seats up to 250 • A/V equipment available to rent • Free Wi-Fi.
- Dining Hall** – seats up to 250 • complimentary coffee • hot/cold beverage station (per person charge) • wood burning fireplace • portable A/V equipment (available to rent) • Free Wi-Fi.
- Bishop Meeting Room** – seats approximately 40 people • Large screen television • complimentary coffee station • refrigerator • Free Wi-Fi .
- Glen Morrison Lodge Meeting Space** – seats approximately 8-12 people • wood burning fireplace • complimentary coffee station • beverage refrigerator • microwave

An outdoor grill is available upon request- bring your own charcoal, lighter fluid, serving utensils, and paper products. Ice is available at no charge-ask your retreat host to assist you.

Step 4

MEAL OPTIONS

If you do not need meals, or are bringing your own meals, skip to Step 5

Our Dining Hall is a beautiful building featuring high wood beam ceilings, lots of natural light, and a wood burning fireplace. All meals and snacks must be reserved in advance.

- Our food service director plans menus based on the size of the group, and the type of group(s) in attendance.
- Our meals are generally served for groups of 25 or more. If your group is smaller, we are able to offer meals if we are already serving another group at camp or we can assist you in finding local caterers.
- Please inquire with our office if you are having a luncheon or meeting with less than 25 people or would like meals with full service (table cloths, table service).
- Please let us know in advance if you have guests in your group who require a special diet. Although we are unable to accommodate every diet, we can provide information about your specific retreat menu.
- Children under age 5 eat free with a paying adult.
- **Please confirm final number of guests in your group at least one week prior to your retreat or conference.**

Breakfast - buffet-style service includes hot and cold breakfast choices, fresh fruit (in season), and drinks.

Lunch - buffet-style service includes entrée, side dish, salad bar, bread, dessert, and drinks.

Dinner (5 pm Sat & Sun, 6 pm weekdays) buffet-style service includes entrée, side dish, vegetable, salad bar, bread, dessert, and drinks.

OPTIONAL OUTDOOR ACTIVITIES

If your group will not be doing any of these, skip to Step 6

Outdoor activities must be reserved 30 days in advance either by phone or email.

- Large groups take precedence over smaller groups; however we try our best to accommodate all groups that are present during your event; schedules may be changed by Camp Rivercrest in order to accomplish this purpose.
- Minimum number of guests or hours may apply.

Year-round Adventure Activities

(Weather dependent)

- Paintball
- High Ropes Course
- Low Ropes/Initiatives course
- Giant Swing
- Climbing Wall
- Zipline
- Archery & Slingshots
- Wagon ride

Seasonal Activities

Summer

- Black Banana
(Giant hillside slide)
- Outdoor swimming pool

Winter

- Big Snow Hill tubing
- Broomball on ice rink
- Ice Climbing Wall

Free activities

(Included with all reservations)

- Basketball court
- Sand volleyball
- Hiking trails
- Campfire pits & wood
- Ga-Ga Ball court
- Carpet ball tables
- Ping-Pong table
- Observation Tower
- Recreation fields



Step 6

Make your schedule

Include days and times of meals, outdoor activities, and free-times. **Please submit a copy of your retreat or conference schedule to camp prior to your retreat.** We will work with your retreat leader and other groups that will be at camp during the same time, to ensure everyone has privacy and availability to the camp areas they need.

Additional information (PDFs) about Camp Rivercrest may be requested by email or phone:

- Conference and Meeting Rates
- Overnight Lodging Rates
- Outdoor Activity Rates
- Paintball Information sheet
- Low Ropes and Initiatives Information sheet
- Rules and Checkout Procedures
- Directions to Camp Rivercrest (from Omaha or Lincoln areas)
- Camp Map
- Room Assignment Document
- Camp Rivercrest Liability Waiver (used for small groups/organizations without Cert. of Liability Insurance)
- Examples of Camp Rivercrest Meals
- Group Leader Post-Retreat Survey

Suggested Items to Bring:

- | | |
|--|--|
| <input type="checkbox"/> Bed Roll or Sleeping Bag and Pillow | <input type="checkbox"/> Soap, toothbrush, toothpaste, deodorant |
| <input type="checkbox"/> Beach towel, bath towel, washcloths | <input type="checkbox"/> Shampoo, hair dryer, brush, comb |
| <input type="checkbox"/> Jeans, sweats, shorts, underwear | <input type="checkbox"/> Swim suit (summer), warm clothes (winter) |
| <input type="checkbox"/> Flashlight and Batteries | <input type="checkbox"/> Raingear and clothes that can get muddy |
| <input type="checkbox"/> Camera and Batteries | <input type="checkbox"/> Tennis/closed toe shoes |
| <input type="checkbox"/> Sunscreen and bug spray | <input type="checkbox"/> Bible, notebook, and pens |
| <input type="checkbox"/> Medications: in original RX bottles | <input type="checkbox"/> Sweatshirt and light jacket |

Note: You may want to suggest that everything is marked with the camper's name!

Please do not bring the following items:

- | | | | |
|--|--------------------------------------|------------------------------------|---|
| <input type="checkbox"/> Pets | <input type="checkbox"/> Skateboards | <input type="checkbox"/> ATVs | <input type="checkbox"/> Weapons of any kind |
| <input type="checkbox"/> Bicycles, Unicycles | <input type="checkbox"/> Valuables | <input type="checkbox"/> Fireworks | <input type="checkbox"/> Candles, Matches, Lighters |

Note: If you are bringing youth, you may want to add cell phones or electronics to this list.

Questions?

Call our office: 402-628-6465

Email us: info@camprivercrest.org