



# Pyoca Camp, Conference & Retreat Center

A ministry of Presbytery of Whitewater Valley and Presbytery of Ohio Valley



Pyoca exists to provide a place away from the busy world where people can grow in their relationship with Jesus Christ, with others in a Christian community, and with themselves.

Thank you for choosing Pyoca for your retreats and conferences. We will do our best meet your needs.

The page that follows is for you to fill out after you have contacted us and made first arrangements for our facilities. Located below are the steps for making arrangements at Pyoca, following these will make sure that you have the proper facilities and services booked.

1. Call us to find out if the facilities you want are available (before calling please review our facilities and services, below)
2. During the call we will put the facilities you want on "Hold" (meaning that you have requested them and we are holding the facilities you requested for 2 weeks)
3. Fill out the contract and send it in with the deposit. By sending in your deposit with the contract your status will be marked "Confirmed" and the facilities you want will not be available to any other group. Deposits may be sent in 2011, however we need to receive them no later than January 31 to hold your date. Groups that have reservations in January or February and cancel within our cancellation period will be charged the appropriate cancellation fees.
4. A week prior to your arrival a representative will call you and confirm all of the times, numbers, and services with you.

Facilities	Cost/ person	Capacity/ Minimum*	Deposit Deposit
Lodge* (day use)	\$5.80	200/25	\$145.00
Pavilion (day use)	\$4.80	100/20	\$120.00
Modern Cabins (Cedar, Oak, Poplar)	\$26.00 First night \$24.00 Additional night	24/12	\$312.00
Retreat Center	\$24.00 First night \$18.25 Additional night	20/10	\$288.00
Spruce Cabin (Yurt)	\$17.00 First night \$14.25 Additional night	20/10	\$204.00
Rustic Cabins	\$12.25 First night \$7.75 Additional night	20/5	\$61.25
Knox Cabin	\$17/night \$85/family	5	\$85.00

\*Based on adult rates.

To use the Lodge for a banquet or special dinner the prices will vary depending on the size of your group, please contact us to discuss this service. To use the Lodge Kitchen for your own food service incurs an additional fee, requires the entire facility to be rented with minimum facility fees and a current food handlers certification from the Indiana Health Department.

### Food Service

Children 1-4 eat FREE  
Children 5-10 50% off  
snack plus 10%

Meal

Cost/person

Breakfast	\$6.00
Lunch	\$6.25
Dinner	\$8.50
Banquets	\$15.00
Snack*	\$1.25
Beverage	\$1.25

\*Price depends on group requests and size. Smaller groups will be charged the cost of the Snack plus 10%

*Children's meals and lodging 5-10 years old with their parents are 50% off above pricing. Children under 4 with their parents are free for both lodging and meals.*

For exclusive use of the Lodge on the weekends (Friday pm Sunday am) you must rent the entire facility at the minimum facility fee.

\*All Prices are subject to change\*

### Other Services

#### Waterfront (2 hour min)

People/Cost/hr	
0-30	\$24.50
31-50	\$32.75
50+	\$43.00

#### High Ropes Challenge Course (~3hrs)

8 people min/16 people max \$21 per person

#### Climbing Tower (~2hrs)

8 people min/16 people max \$14 per person

#### Initiatives/Team Building (2 hrs)

8 people min \$10 per person

#### Wagon Rides (~30 min)

20 people max/trip  
\$30/trip

Pyoca Camp, Conference & Retreat Center ♦ 886 East County Road 100 South ♦ Brownstown, Indiana 47220

Phone (812)358-3413 ♦ Fax (800) 391-5750 ♦ www.pyoca.org

# 2012 Retreat and Facilities Contract

Please review all terms and conditions of this contract and retreat packet carefully. If you have any questions please contact Pyoca at (866)251-2267. Once completed and signed please send it in with the necessary deposit.



<b>Name of Group</b>			<b>Contact Person</b>		
<b>Address</b>			<b>Daytime Phone</b>		<b>Evening Phone</b>
<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Email</b>		

### Facilities for Overnight Use

<b>Date of Arrival:</b>		<b>Approximate Time:</b>			<b>Date of Departure:</b>		<b>Approximate Time:</b>	
Poplar	Oak	Cedar	Spruce	Retreat Center	Rustic #1	Rustic #6	Estimated Number:	
Other facilities requested during your stay (we will coordinate with other groups using the facility)								
Pavilion	Chapel	Main Fire circle	Lodge Basement	Playfield	Volleyball Court	Craft Cabin		

### Facilities for Day Use Only

<b>Date of Use</b>	<b>Starting Time of event</b>	<b>Expected time of Departure</b>	<b>Estimated number of people</b>
<b>Facilities requested</b>			

### Food Service

Meal times are typically 8 a.m., 12 (noon) and 5:00 dinner. Dinner time can be changed to meet a late arrival. Please contact us for a change in meal times as we will need to coordinate between other groups. We will plan for all meals between first and last unless otherwise stated.

<b>Date of First Meal</b> _____	<b>Date of Last Meal</b> _____
Meal: Breakfast    Lunch    Dinner	Meal: Breakfast    Lunch    Dinner
Snack or Beverage Service (fee will be applied for the whole group)	
Special Dietary Needs:	

### Other Services

Waterfront (2 hour minimum), Climbing Tower, High Ropes, Initiatives, Wagon Ride

<b>Service requested/Date/Time</b>	<b>Service requested/Date/Time</b>	<b>Service requested/Date/Time</b>	<b>Service requested/Date/Time</b>
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### Office Use Only

Contract \_\_\_\_\_ Deposit /Amount \_\_\_\_\_ Invoice Sent \_\_\_\_\_ Payment Received \_\_\_\_\_

**Group Name:** \_\_\_\_\_

**Date of Event** \_\_\_\_\_

**Cancellation Policy**

Retreats that are cancelled 60 calendar days or more in advance of the reserved date will be refunded, less a \$30 processing fee. Retreats cancelled 30-59 days will be refunded 50% of the deposit. Groups canceling less than 30 days will forfeit the entire deposit. Groups canceling ten days or less will be charged for the full amount of the estimated bill.

**Facility Reservation/Multiple Group Usage:** Pyoca reserves the right to adjust facility requests based on group size and schedules. Pyoca will notify user groups as soon as possible for any changes that need to be made.

**Accident Insurance:** Pyoca does not carry accident coverage for user groups unless they are specifically sponsored by either Presbytery of Ohio Valley or Presbytery of Whitewater Valley AND the group requests that insurance be added. **User groups must inform their participants that there is no insurance coverage for user groups for accident or illness.**

**Recreational facilities and equipment:** Facilities include swimming, row- boating, paddle boating, canoeing, hiking, fishing, sand volleyball, basketball court and softball. The playfields are arranged so multiple groups may have access to them with the exception of the basketball court, which is reserved with the Retreat Center. If a group requests, the facilities may be scheduled for their use after consulting with the Pyoca staff.

**Trails:** Several trails exist on or near the Pyoca property. Please have all participants stay in groups of at least three people for their safety.

**First aid/Health Services:** Each group is responsible for providing basic first aid. Minimum requirements are that one person must possess a valid CPR/First Aid Certification. Emergency transportation is available through 911. Basic First Aid Supplies are available in the Lodge office, or groups may elect to bring their own first aid kits.

**Background Checks:** It is strongly recommended that all adults/leaders working with youth have a criminal background check conducted at least annually before the retreat. Please contact Pyoca for more information and for resources to conduct the background check.

**Pets & Wildlife:** Pyoca has a no pet policy. Also, all wildlife must be left untouched and remain on the property.

**Smoking:** Smoking is not permitted in any building. It is recommended that each group designate a smoking area away from the rest of the group. The designated smoking area should be located in areas not traveled or used by other groups especially having youth present. Cigarette butts must be properly disposed.

**Alcoholic Beverages:** Pyoca does not allow for ANY alcoholic beverages on Pyoca property. Possession of alcoholic beverages will be grounds for immediate removal of the person(s) from Pyoca property.

**Illegal Drugs:** The use or possession of any illegal substance will result in the immediate removal of the person(s) from Pyoca property.

**Firearms, Fireworks, and other dangerous items** are not permitted.

**Fires** are only permitted in designated fire circles on Pyoca property. Adult supervision is required. *Cooking is prohibited over any indoor fireplace (e.g. S'mores, marshmallows, etc.) Fires are not permitted in the Rustic Cabins.*

**Damage to Pyoca Property:** Any damage caused by retreat groups will result in fines to cover such damages. Graffiti on any surface will result in a minimum of \$5.00 per occurrence.

**Personal Property:** Pyoca is not responsible for lost or stolen personal property.

**Site Orientation:** A member of the Pyoca staff will meet with the group upon arrival for a brief orientation to the facility and the emergency procedures.

**Programming:** The group understands that Pyoca is not responsible for the scheduling or provision of recreational or program activities, with the exception of specifically requested waterfront, high and low challenge courses, food service or hay wagon activities.

**Emergency Information for Group Members:** It is the group leader's responsibility to gather the following emergency information from participants: 1. Names and addresses of the participants; 2. Emergency contact information; 3. Any known allergy or health conditions; and 4. Signed parental permission to seek emergency treatment if minors are on site without a parent.

**Cleanup and Departure:** Groups will be required to leave the facility in the same manner in which it was found. Any areas requiring attention by Pyoca staff will result in charges assessed to the group. Cleaning supplies and directions are posted in each facility. Checkout times must be within one hour of the time listed on the contract.

SIGNATURES:

I have read the above information as well as the information found on the website and agree to abide by these.

Agent of group: \_\_\_\_\_ Date \_\_\_\_\_ Agent of Pyoca \_\_\_\_\_ Date \_\_\_\_\_