Bethelwoods Camp & Conference Center

Event Inquiry & Planning Form

Thank you for your interest in hosting your event at Bethelwoods Camp & Conference Center!

This initial inquiry form will help us learn more about your event, preferred dates, lodging needs, and other details so that our team can determine availability and begin planning with you.

Please note: Completing this form does not guarantee or reserve your requested date, cabin, or facilities. A member of the Bethelwoods team will follow up with you regarding availability and next steps.

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1. Primary Contact Information

Name: _____

Organization/Church/Group Name:

Primary Contact Phone Number:

Primary Contact Email:

Preferred Method of Contact:
☐ Phone
☐ Email
☐ Either

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2. Event Information

What type of event are you planning?

☐ Church Retreat
☐ Youth Retreat
☐ Family Retreat
☐ Wedding
☐ Conference
☐ Corporate Event
☐ School/Student Event/ Field Trip
☐ Camp
☐ Day Event
☐ Other: _____

Please briefly describe your event:

_____
_____
_____

Estimated Number of Guests/Participants:

_____

Estimated Number of Adults: _____

Estimated Number of Children/Youth: _____

_____

3. Requested Dates & Times

Requested Arrival Date: _____

Requested Departure Date: _____

Requested Event Start Time: _____

Requested Event End Time: _____

How many days will your event take place?

_____

Are your dates flexible?
☐ Yes
☐ No

If yes, please list alternative dates:

_____
_____
_____

4. Lodging / Cabin Request

Would your group need overnight lodging?
☐ Yes
☐ No

Preferred Cabin/Lodging Area:

_____

Second Choice:

_____

Third Choice:

_____

Number of cabins requested: _____

Estimated number of guests needing lodging: _____

Do you have any specific lodging needs or requests?

_____
_____
_____
_____

5. Facilities & Activities

What facilities will your event need?
☐ Meeting/Conference Space
☐ Dining Hall
☐ Chapel/Worship Space

☐ Recreation Area
☐ Outdoor Space
☐ Sports/Activity Areas
☐ Fire Pit/Campfire Area
☐ Kitchen/Food Preparation Area
☐ Other: _____

What activities are you interested in having available?

_____

_____

_____

Will you need assistance coordinating activities?
☐ Yes
☐ No
☐ Not Sure

_____

6. Food & Dining

Will your group need meals provided by Bethelwoods?
☐ Yes
☐ No
☐ Not Sure

Meals Needed:
☐ Breakfast
☐ Lunch
☐ Dinner
☐ Snacks

Please provide any dietary or food-related needs:

_____

_____

_____

7. Additional Information

Are there any special requests, accessibility needs, setup requirements, or other details we should know about?

How did you hear about Bethelwoods Camp & Conference Center?

☐ Previous Visit
☐ Church/Organization
☐ Friend/Family
☐ Website
☐ Social Media
☐ Other: _____

Thank you for considering **Bethelwoods Camp & Conference Center** for your upcoming event. We look forward to learning more about your group and helping create a meaningful and memorable experience at Bethelwoods.

Bethelwoods Camp & Conference Center
Where faith, fellowship, and memories come together.

Bethelwoods Staff Use Only

Date Inquiry Received: _____

Staff Member: _____

Date(s) Available:

Cabin/Lodging Available:

Facilities Available:

Estimated Cost/Quote:

Follow-Up Date: _____

Notes:

Thank You!