



West River Center Retreat Information

BALTIMORE WASHINGTON CONFERENCE - UNITED METHODIST CHURCH
P.O. BOX 429 CHURCHTON, MD 20733
PHONE & FAX (410) 867- 0991
EMAIL admin@bwccampsandretreats.com WEB www.westrivercenter.org

Thank you for your inquiry regarding our facilities at the West River United Methodist Center. We are confident your group would enjoy a relaxing and enriching retreat at our facilities. This packet has been prepared to assist your planning. Please read through all information carefully and call the office if you have any questions. Thank you again for the privilege to serve your ministry needs.

FACILITIES:

<u>Retreat Center</u> (Full weekend rental) Capacity: 50 Min. Occupancy: 24 Availability: Year-round	<u>Lodges</u> (5 available) Capacity: 32 Min. Occupancy: 10 Availability: Year-round	<u>Kahlert / Baker Houses</u> Capacity: see description Min. Occupancy: 2-night weekends Availability: late August – mid-May
---	---	---

Please see the back of the rate schedule for minimum occupancy guidelines when reserving more than one facility.

Retreat Center offers 12 bedrooms (11 rooms sleep 4 people, 1 sleeps 6), 2 community bathrooms, a large multipurpose room, large snack area with refrigerator and freezer, and lounge area with fireplace.

5 log-style **Lodges** sleep 32 (8 rooms sleep 4 people, bunk bed style), 2 community bathrooms, a common meeting area. If you rent more than one Lodge, additional meeting space can be arranged if needed. All Lodges are centrally heated and air-conditioned.

Kahlert House offers families a waterfront two-story cabin sleeping 7 in three bedrooms on the second floor.

Baker Cabin offers families a waterfront one-story cabin sleeping 9 in 4 bedrooms.

Each also offers a living room, small kitchenette and single bathroom and a screened-in porch with outside grill.

PLANNING YOUR RETREAT AT WEST RIVER ...

All groups partaking in meal service will eat together in the main dining center at the appointed times. Breakfast begins at 8:00 a.m., lunch at 12:00 noon, and dinner at 5:30 p.m. The serving line is open for 45 minutes at each meal. Our food service staff strives to accommodate special dietary requests, but advanced notification is required.

Recreational opportunities include a hard-surface basketball court, beach volleyball court, frisbee golf, human foosball, 9-square in the air, gaga ball pit and a large recreation field. Equipment for each is available. Paddleboats, canoes, paddleboards and kayaks and sailboats are available for rent. Proficiency in sailing is required to rent sailboats.

There are two short nature trails (approx. 1/3 mile), and a Nature Center which can be made available. When not being used for meeting space, guests can view exhibits on bees, fish, and other wildlife found in the natural surroundings of the West River area.

The Corinthian Trail is a group-building, *low-ropes and initiative* course led by West River staff. Group sizes are limited to 12 persons and it takes approximately 2 hours. The Climbing Wall and Giant Swing are individual-challenge activities. For the sake of scheduling, allow approximately 1 hour per 15 participants at these activities.

Speakers/Leadership that needs separate housing from the group can be accommodated in our Nurse's bedroom, Kahlert or Baker Houses, please call our offices for rates and availability.

There are three campfire areas: Vesper Point (on the waterfront), Family Circle (in the woods) and Scout Campfire pit (near the Retreat Center). It is best to reserve these one week prior to your event as they are first-call, first-serve.

Many, but not all buildings at the West River Center are handicapped accessible. Please let us know if your group has accessibility needs. Most meeting areas also offer wi-fi.

EQUIPMENT NEEDS:

Each housing facility is equipped with a TV/DVD and dry-erase board. (Please provide your own markers). Up to one week prior to your retreat you may also request the following equipment at no additional charge:

Microphone LCD projector /Screen Podium Easel/Newsprint Ice Chests with ice

If your group needs meeting space larger than what is available in your lodging area, we will provide additional meeting space at no additional charge. *Meeting area arrangements are made at the discretion of staff and will take all groups needs into consideration, groups can request specific areas and we will try to honor those request.*

BEFORE THE EVENT . . .

At least **3 weeks** before the retreat, the group leader must contact the West River office by phone 410-867-0991 or by email (*admin@bwccampsandretreats.com*) to furnish the following event information:

- ✓ Special dietary requests
- ✓ Handicap accessibility needs
- ✓ Additional meeting space/campfire area requests
- ✓ Use of Corinthian Trail, Climbing Wall/Giant Swing
- ✓ Use of canoes, paddleboards and sailboats.
- ✓ AV equipment needs

* By close of business **7 days** before the retreat, the group leader must provide a **GUARANTEED MINIMUM** number of persons that will attend the retreat. **This is the number upon which the final bill will be based.** **Any persons reported after the 7 day deadline will be subject to a 10% charge.**

WHAT TO BRING

*** PLEASE SHARE THIS INFORMATION WITH ALL MEMBERS OF YOUR GROUP***

Guests should provide their own twin size bed linen/sleeping bag, pillow and personal care items (towel, wash cloth, soap, shampoo, etc.). West River does have a small supply of linens in the event a guest forgets to bring them. A nominal fee will be charged to offset the cost of laundering.

There is no Nurse on duty. Groups should provide their own First Aid kit & transportation to a hospital should the need arise.

DO NOT bring pets, alcoholic beverages, fireworks or illegal substances. Any group found to be in possession of these while on site will be asked to leave immediately.

WHEN YOU ARRIVE . . .

Notify the office upon your arrival. If no one is readily available, a sign is posted to direct you to your lodging facility. Please allow a few minutes shortly after your arrival for one of the West River Center staff to welcome your group and provide information regarding procedures and general information about the site.

DURING YOUR STAY . . .

We ask that all guests adhere to the following while at West River Center: 1) **Be kind to the people you're with.** This means extending the utmost in courtesy and respect to those with whom you share the site. 2) ***Be kind to the place where you are.** This means caring for the buildings and grounds, using equipment appropriately, and respecting the facilities and grounds around you. **If you need to post items on walls or doors, PLEASE use only blue painters tape.** Duct tape and regular masking tape damage the finishes on doors and walls. Remove ALL tape and residue before you leave.

Please park in the main parking lot and over flow lot (at pool) only. West River cannot be responsible for damage to vehicles due to falling limbs. The areas by the lodges are designated as *Loading and Unloading ONLY*.

West River Center recycles! Please make use of the recycling receptacles in each building.

WHEN YOU LEAVE . . .

Prior to your departure, spend a few minutes gathering the trash generated by your group. Place it in a large bag and leave it by the back door. DO NOT place trash outside except in the dumpster in the main parking lot. We would ask that you take any potentially smelly trash (leftover food, snacks) to the dumpster. Please close all windows and turn off all lights.

2019 West River United Methodist Center Rates

The West River United Methodist Center is located 15 miles south of Annapolis on the waterfront, just off the Chesapeake Bay. The Center is owned and operated by the Baltimore-Washington Conference of the United Methodist Church.

WEEKEND MINIMUMS: Any group with less than the stated minimums will be charged at rates based on minimum occupancy.

Retreat Center (full weekend* only) 24 people
 Lodges 10 people
 Kahlert House/Baker Cabin 2 nights required

Note: Please check the back of this page for guidelines for the usage of more than one facility!

***Full weekend:** 2 nights lodging and 5 meals (breakfast, lunch, and dinner on Saturday and breakfast and lunch on Sunday.)

FULL WEEKEND RATES (per person)		United Methodist	Other
	Retreat Center	\$145.00	\$155.00
	Lodges	\$110.00	\$120.00
COST BREAKDOWN (per person)			
Lodging Per Night	Retreat Center	\$42.00	\$46.50
	Lodge (1 st night)	\$30.00	\$34.00
	Lodge (2 nd night)	\$19.00	\$23.75
Meals	Breakfast	\$10.50	\$10.75
	Lunch	\$12.00	\$12.25
	Dinner	\$14.00	\$14.25
	Sunday Noon Meal	\$14.00	\$14.25
Kahlert House/Baker House (flat rate / per house)			
Weekend/Holiday(2-night minimum) - \$300		Weekdays - \$125 per night	
<i>Linens provided at \$7.50 per set (Kahlert/Baker facilities only)</i>			

Daily User Fee: \$5.00 per person joining your retreat for the day. (*Meals are additional*)

For Family retreats with parents/children, these groups will receive family rates:
 (*youth groups with parent chaperones do not qualify for family rates.*)

FAMILY RATES (FULL WEEKEND ONLY) (per person)		United Methodist	Other
Retreat Center	Ages 18 and over	\$145.00	\$155.00
	13-17	\$123.25	\$126.65
	4-12	\$94.25	\$96.85
	3 and under	<i>Free</i>	<i>Free</i>
Lodges	Ages 18 and over	\$110.00	\$120.00
	13-17	\$93.50	\$96.90
	4-12	\$71.50	\$74.10
	3 and under	<i>Free</i>	<i>Free</i>

DAY MEETINGS - One-day retreats on the weekends may only be booked **within 6 weeks of the event.**

	<u>Groups with Meal Service</u> (price does NOT include meal fees)	<u>Groups without Meal Service</u>
Full Ehlers Memorial Hall	\$200	\$500
Half Ehlers Memorial Hall	\$100	\$250
Retreat Center	\$200	\$500
Sally Ransom Knecht Room	\$80	\$200
Nature Center	\$75	\$100
Lodge	\$50	\$80

For Day Meetings Monday – Thursday, please call for mid-week prices.

Day meeting guests are welcome to join us at meals, if we have meal service for other groups at that time, see meal prices. For day groups wanting meal service when we do not have other groups on site, there will be a 20 person minimum for meals.

Other Opportunities at West River!

PICNICS (per person)	United Methodist	Other	All picnic groups enjoy 2 hours shared pool time, 2-4pm with 2 lifeguards provided. Any group wishing to add extra pool time it is \$100/per hour.
Pool open (Memorial Day to Labor Day)	\$3.00	\$4.00	
Pool Closed	\$2.00	\$3.00	

CANOES & KAYAKS & Stand up PADDLEBOARDS PEDDLEBOATS (seats up to 4 persons)	\$10 watercraft/per hour	**Note: The West River Center does not provide supervision for waterfront activities. Groups are expected to provide their own experienced water activity supervisors.**
--	--------------------------	---

CLIMBING WALL/GIANT SWING (individual challenge activity; includes two belayers; add \$20 for additional belayers)	<u>All Groups</u> \$100.00 (first hour) \$75.00 (each additional hour or portion thereof)
--	---

CORINTHIAN TRIAL (Community building challenge course; 1-2 hours; includes leadership and discussion guide)	<u>All Groups</u> \$100.00 (1-12 people) \$75.00 (each additional 1-12 people)
---	--

****Note:** If your group is planning on scheduling any activity, **4 weeks notice** needs to be given to the West River Center. We cannot guarantee staff availability if we do not receive this notice. However, we will try to accommodate your group as best as possible.**

DEPOSITS AND REQUIRED MINIMUMS FOR FACILITIES

Facility(s)	Required Minimum	DEPOSITS	Facility(s)	Required Minimum	DEPOSITS
1 Lodge	10	\$ 300.00	Retreat Center	24	\$ 600.00
2 Lodges	26	\$ 750.00	RC + 1 Lodge*	44	\$1,200.00
3 Lodges	51	\$1,500.00	RC + 2 Lodges*	66	\$1,900.00
4 Lodges	76	\$2,000.00	RC + 3 Lodges*	91	\$2,500.00
5 Lodges	101	\$3,000.00	RC + 4 Lodges*	116	\$3,100.00
			RC + 5 Lodges*	141	\$3,700.00

*When booking the Retreat Center with another building, the first 40 people will pay the Retreat Center Rate. *For mid-week minimums, please call our offices.*

PAYMENT POLICIES

- A non-refundable deposit is required within three weeks after the reservation is made in order to secure reservation.
- If a group does not have sufficient numbers of people to meet the minimum, they shall pay for the minimum number to use the reserved facility or forfeit the deposit for the unused facility.
- The final bill will be based on the number reported 7-days prior to the retreat; after this time subtractions are not possible, additions can be added with a 10% surcharge on the additions only.
- Final payment is required at time of retreat. Late fees of 2% a month will be charged.
- Payments by cash, checks and credit card are acceptable. All credit card charges will have an additional 3% processing fee added. All cards are processed through the Office of Retreat and Camping Ministries.
- Any damages will be billed separately.
- If our site staff deem it necessary to close due to the safety of our guests/property, (generally due to severe weather conditions) then that decision will be made in a timely manner to give guest groups enough notification; generally, 24-48 hours in advance when we are able. If the site officially closes, then we will work with your group to reschedule the event and move any deposits to the new date. If our site remains open but the group decides to cancel, then you will forfeit any deposit funds and may have additional fees if food has been ordered for the group.

FEES ARE SUBJECT TO CHANGE. Please direct questions about fees and reservations to the Retreat and Camping Ministries Office: 410-867-0991 or 800-922-6795 or admin@bwccampsandretreats.com.