



This document includes important information necessary to help make your reservation process enjoyable. Please read the items below and give attention to the timeline deadlines.

## **30 Days Prior to Event Check List**

\_\_\_\_\_ **Check mark when completed**

### **PAYMENT SCHEDULE**

A deposit of \$250 must be submitted with a signed **Camp Agreement and Hold Harmless Agreement and Certificate of Liability Insurance Form** to Camp Mihaska in order to confirm your reservation.

## **21 Days Prior to Event Check List**

\_\_\_\_\_ **Check mark when completed**

### **ACTIVITIES**

**At least 21 days prior** to your retreat, email us with what activities (if any) you will be participating in as well as the date(s)/time(s). Please note the minimum # per activity on the price sheet. This information is needed so we can schedule our staff activity leaders.

Please note that shower towels & washcloths are **ONLY** provided in the Main Lodge, Spring Lodge, High Point Cottage, Poolside Cottage/Nurses station, Stone 4 & Stone 3.

## **10 Days Prior to Event Check List**

\_\_\_\_\_ **Check mark when completed**

### **LODGING**

A guaranteed number of guests/rooms are **required 10 days** prior to your event. You will be charged based on the number of guests/rooms that you guarantee plus any additional guests that use the facility and/or rooms. A minimum of twenty-five people per night is required. If your group reserves twenty-five or more and the attendance falls below twenty-five, the minimum charge will still apply for billing.

### **MEALS**

A guarantee number of meals are **required 10 days** prior to your event. You will be charged based on the number of meals that you guarantee plus any additional meals. A minimum of twenty-five people per meal is required. If your group reserves twenty-five or more and the attendance falls below twenty-five, the minimum charge will still apply for billing unless approved by Guest Relations Coordinator.

## **SPECIAL DIETARY NEEDS**

**Please call or email us with any special dietary needs that our food service staff should know.**

## **EQUIPMENT/INTERNET NEEDS**

**At least 10 days prior** please let us know your equipment needs, such as: microphone(s), LCD projector/screen, podium, etc. Please note that Camp Mihaska has sporadic cell phone coverage. To access internet, connect to MIDLAND GUEST on your phone settings. No password is required.

## **MEETING SPACES**

**At least 10 days prior** we will need information on how you would like your meeting room(s) arranged and equipment needs.

## **UPON ARRIVAL**

Please check in at the **Camp Office and Welcome Center**. We want to introduce you to our beautiful facilities and show you where you will be lodging and where your meals are served. You will receive a **2-way radio (must stay on #1 setting to communicate)**. Upon departure please return your **2-way radio** to the Camp Office.

## **DURING YOUR STAY**

### **LODGING/BEDDING**

Please note that sheets, pillows, and blankets are provided for all of our beds. Folded blankets will be on the beds if you are staying in Cardinal, Bluebird, Mountainside, Ridgeview Dorms, Hope and Hilltop and Stone 3. Sheets & mattress pads are available in the linen room in Cardinal, Bluebird, Mountainside & Ridgeview dorms.

Before departure, please place all dirty sheets / towels in the pillowcases and place them in the hallway outside your room along with your sealed trash bags. **No food and/or drink are allowed in the rooms.**

### **DINING HALL**

The Dining Hall and Beverage Bar are available during meal time only. After everyone in your group has finished eating, we ask for your departure from the Dining Hall to allow the kitchen staff to clean up and prepare for the next meal.

**No helium balloons are allowed in the Dining Hall; if brought a \$250.00 will be charged to the group.**

### **CHAPEL**

No food or drink is allowed in the Chapel.

### **PARKING**

Unloading and parking is only allowed in the main front parking lot.

### **GAME ROOM**

The Game Room in the Main Lodge is available for all overnight guests regardless of which building you will be staying in. If another group is lodging with us and wants to use the Game Room while your group is using it, please let them know what time you will be finished.

### **PETS**

**No pets are permitted.**

Please read your entire contract for additional guidelines and policies.  
1466 Hwy. N, Bourbon, MO 65441 For reservations call Joanie Mahurin at:  
Toll free 855-226-7644 or 573-732-5239 ext. 121