

Event Date: \_\_\_\_\_  
Reserved Date: \_\_\_\_\_  
Attendance: \_\_\_\_\_

## Facilities Reservation Form (EVENT SHEET)

PO Box 545, 1500 N Hwy 20, Watertown, SD 57201

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Web: [www.midwestministries.org](http://www.midwestministries.org)

Reservations for Adults or

Adult Supervised Children/Youth Groups



Event Title: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_

Date/Day of Arrival: \_\_\_\_\_ Time of Arrival: \_\_\_\_\_

Date/Day of Departure: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Email Address: \_\_\_\_\_

How many are expected to attend: \_\_\_\_\_ Parking Needs: \_\_\_\_\_

### **Check any buildings or facilities that you may use. Please see back for pricing.**

<b>General Facilities:</b>	<b>Outdoor Equipment:</b>	<b>Others:</b>	
<input type="checkbox"/> Auditorium	<input type="checkbox"/> Mini Golf	<input type="checkbox"/> Coffee Service	<input type="checkbox"/> Sound System
<input type="checkbox"/> Pavilion	<input type="checkbox"/> Bicycles	<input type="checkbox"/> Fire Pit	<input type="checkbox"/> Microphone(s)
<input type="checkbox"/> Youth Center	<input type="checkbox"/> Volleyball	<input type="checkbox"/> Barrel Train	<input type="checkbox"/> Dinnerware
<input type="checkbox"/> Fellowship Room	<input type="checkbox"/> Basketball	<input type="checkbox"/> Disc Golf	<input type="checkbox"/> Additional Tables
<input type="checkbox"/> Kitchen	<input type="checkbox"/> Gaga Ball Pit		<input type="checkbox"/> Additional Chairs
<input type="checkbox"/> Dining Hall			instruction

**Dining Hall Setup:** \_\_\_\_\_ Tables \_\_\_\_\_ Chairs (Draw room layout on reverse side as needed.)

### **ADDITIONAL CHARGE FOR USING CAMP DINNERWARE AND FLATWARE.**

#### **Disposable Dinnerware:**

Paper product pricing will be discussed in advance

- \_\_\_\_\_ Dinner Plates
- \_\_\_\_\_ Salad Plates
- \_\_\_\_\_ Dessert Plates
- \_\_\_\_\_ Bowls
- \_\_\_\_\_ Forks/Spoons/Knives
- \_\_\_\_\_ Coffee Cups
- \_\_\_\_\_ Glasses
- \_\_\_\_\_ Napkins

#### **Camp China Dinnerware & Flatware:**

\$ .50 per place setting per meal

- \_\_\_\_\_ Dinner Plates
- \_\_\_\_\_ Salad Plates
- \_\_\_\_\_ Dessert Plates
- \_\_\_\_\_ Bowls
- \_\_\_\_\_ Forks/Spoons/Knives
- \_\_\_\_\_ Coffee Cups
- \_\_\_\_\_ Glasses
- \_\_\_\_\_ Paper napkins

**Empty trash in trash receptacles. Thank you for helping us maintain a family-friendly environment. No use of tobacco inside any building. No unregistered guests are allowed to spend the night. The speed limit is 5 miles per hour. Pets are not allowed inside any buildings and pets must be leashed. Pet waste must be picked up immediately. Barking dogs, loud noise or music is not allowed. You will be charged for any damaged or missing items.**

**Dining Hall:** (Capacity: up to 200 chairs)

- **Partial day (4-6 hours) - \$250.00 non-wedding event**
- **Full day (8 a.m.-5 p.m.) - \$350.00 non-wedding event (additional time, \$50/hour)**
- **Weekend (Friday evening-Saturday ALL DAY) - \$500.00 non-wedding event**
- **Full Weekend (Friday evening-Sunday morning) - \$600.00 non-wedding event**
- **Full Week (Monday-Sunday) – CONTACT OUR OFFICE**

**Kitchen:**

- **\$50.00 per event with use of serving dishes, serving utensils, sinks**
- **\$100.00 per event if using appliances, such as griddles, refrigerators, stovetops, ovens, etc.**

**Special Services:**

- **Coffee service: \$30.00 per event (use of coffee maker, coffee, & condiments)**
- **Ice cream service: \$75.00 per bag, serves 100.**

**Pavilion:** \$100.00 per event**Fellowship Room:** \$75.00 for up to 3 hours, additional time, \$25/hour (not included with kitchen & dining hall) (capacity: 40 people)**Auditorium:** (Capacity: 400)

- **\$300.00 per day with the current set-up of furniture**

**Youth Center:**

- **\$50.00 per event (Adult Supervision IS REQUIRED) with the current set-up of furniture**

**Wedding event rates:** must rent these rooms as a unit.**Dining Hall, Kitchen, Fellowship Room (bridal prep),****Auditorium entry (groom prep):**

\*Friday afternoon to Saturday evening 8:00 p.m., \$1,000.00

\*Friday afternoon &amp; evening only, \$500.00

\*Saturday only, \$600.00

**Facilities Inventory:**

8 – 8 ft Wooden Tables

6 – 10 ft Wooden Tables

24 – 6 ft Vinyl Tables

199 Orange Stackable Chairs

180 Blue Folding Chairs in Auditorium

167 Brown Stackable Chairs

A minimum, non-refundable deposit of 50% of the rental fee (up to \$150) is required to hold your date.

TOTAL RENTAL FEE: \_\_\_\_\_

Deposit amount \_\_\_\_\_ Date Received \_\_\_\_\_

Amount remaining due \_\_\_\_\_ Date Received \_\_\_\_\_

**White Cabinets in Dining Hall:**

106 White China Plates

71 Red Cups

123 Clear Cups

47 Large Size Bowls

36 Medium Size Bowls

12 Small Size Bowls