

Event Date: _____

Reserved Date: _____

Attendance: _____

Facilities Reservation Form (EVENT SHEET)

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

Phone: 605-886-3165

Email: info@midwestministries.org

Web: www.midwestministries.org

Reservations for Adults or

Adult Supervised Children/Youth Groups



MIDWEST BIBLE CAMP AND CONFERENCE CENTER

Where the Son Always Shines

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.

General Facilities:

- ☐ Auditorium
- ☐ Pavilion
- ☐ Youth Center
- ☐ Fellowship Room
- ☐ Kitchen
- ☐ Dining Hall

Outdoor Equipment:

- ☐ Mini Golf
- ☐ Bicycles
- ☐ Volleyball
- ☐ Basketball
- ☐ Gaga Ball Pit
- ☐ Playground
- ☐ Fire Pit
- ☐ Barrel Train
- ☐ Disc Golf

Others:

- ☐ Coffee Service
- ☐ Ice Cream Service
- ☐ Dinnerware
- ☐ Additional Tables
- ☐ Additional Chairs
- ☐ Sound System
- ☐ Microphone(s)
- ☐ Projector
- ☐ Griddle-needs 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 & 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

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

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 _____