

Event Date: \_\_\_\_\_

Reserved Date: \_\_\_\_\_

Attendance: \_\_\_\_\_

### Facilities Reservation Form

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

Phone: 605-886-3165

Email: [info@midwestministries.org](mailto:info@midwestministries.org)

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

#### General Facilities:

- Auditorium \$300.00/day
- Pavilion \$75.00/day
- Youth Center \$50.00/event
- Fellowship Room \$75.00/event
- Kitchen \$50.00/event
- Dining Hall \$200.00/6 hours  
\$300.00/full day  
\$400.00(Fri & Sat)  
\$600.00(Fri, Sat, Sun)

#### Outdoor Equipment:

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

#### Others:

- Coffee Service \$30/event
- Ice Cream Service \$40/bag - 100
- Dinnerware
- Additional Tables
- Additional Chairs
- Sound System
- Microphone(s)
- Projector
- Griddle (needs instructions)

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

#### Disposable Dinnerware:

(\$1.00/setting)

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

#### Camp Dinnerware:

(\$1.25/setting OR \$.25/setting if you wash/dry)

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

\_\_\_\_\_ Tablecloths \_\_\_\_\_ Color(s)

**Empty trash in trash receptacles.**

**Thank you for helping us maintain a family-friendly environment. No alcoholic beverages or illegal drugs are allowed on the property. 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.**

**Office Use Only:**

**Attendance:** \_\_\_\_\_

\$ 150.00 NON-REFUNDABLE Deposit Received? \_\_\_No \_\_\_ Yes, Date Received \_\_\_\_\_

Check# \_\_\_\_\_  Cash  Credit Card Amount Received \_\_\_\_\_

Total amount remaining due: \_\_\_\_\_  Date Paid: \_\_\_\_\_

Facilities res. Form revised 11/04/2024.