



Pilgrim Park Camp & Conference Center

26449 1340 North Avenue, Princeton IL 61356-8790

Phone: 815-447-2390 Fax: 815-447-2205

www.il-outdoorministries.org

Mitch Kloster, Site Manager MitchKloster@ilucc.org

Tara Cade, Administrative Assistant PilgrimParkCamp@ilucc.org



BOOKING POLICIES

- 1. RESERVATIONS/DEPOSITS/CONTRACTS:** All groups, including ESCROW account holders, must make reservations through the camp office via email or phone. Reservations may not be made more than a year in advance. A deposit is required for all reservations unless your group is an ESCROW account holder. The deposit will be applied toward the groups final bill. If deposit is not received by the due date, the space will be opened to other groups. All groups, including ESCROW account holders **MUST** return a signed contract to ensure the reservation. If interested in becoming an ESCROW account holder, contact the administrative assistant via email or phone.
- 2. MINIMUM OCCUPANCY:** To fully utilize the site, all facilities have a stated minimum number of guests (paying participants) to obtain that facility. If a group would like to reserve multiple buildings, the main facility must be fully occupied before utilizing other buildings. **The number of participants must justify the use of multiple facilities.**
- 3. RENTAL FEES:** All groups are charged lodging and meal fees. Lodging fee may be a per person or per building rate. All meal fees are a per person fee.
- 4. DAY ONLY USE FEE:** For all participants that are only day users (not staying overnight) are charged a per person day use fee plus meal fees. **Day Meetings** will be charged a day use fee per person with a minimum of \$150.00 plus meal fees.
- 5. ARRIVAL AND DEPARTURE:** Arrival time is 3 p.m. or 2 hours prior to first meal. Departure time is 10 a.m. or 2 hours after the last meal. A group may arrange either an earlier arrival time or later departure time by contacting the camp office. An additional charge of \$25.00 per hour timeslot will be applied.
- 6. MEAL SERVICE:** Minimum of 14 guests is required for meal service unless there are multiple groups on site taking meals. Due to staffing issues, meals must be consecutive, no split meals (example: breakfast & lunch or lunch & dinner, NOT breakfast & dinner). For meals not reserved, there is an additional fee of \$100.00 per day. Groups **MUST** contact the camp office by email (preferred) or by phone no later than 2 weeks prior to arrival to confirm meal count for each meal reserved and any dietary issues for the camp to have adequate supplies. Please list the name of the person with any dietary issue and what meals they will take. If the camp office needs to contract groups (By phone or email) for meal totals and/or dietary issues, there will be a \$50.00 fee applied to the invoice. Once meal count is confirmed, the minimum charge will be for the total meals reserved.
- 7. CANCELLATIONS:** All cancellations must be confirmed by contacting the camp office via email or phone 90 days or more prior to the event to receive a partial refund. There is a \$100.00 cancellation fee. If the cancellation is less than 90 days prior to the event, the full deposit is forfeited. If the cancellation is less than 2 weeks prior to the event, the deposit is forfeited, and an invoice will be issued for the confirmed number of meals reserved.
- 8. WEATHER CANCELLATION POLICY:** If the roads are closed the day of your expected arrival, you must notify the camp office by 3 p.m. Groups are required to arrive as soon as possible the following day and will be billed only for services received.
- 9. PET POLICY:** No pets are allowed on the grounds as a condition of use our facilities. If a group member has a service animal, the camp office needs to be notified via email or phone. An additional cleaning fee may be applied.
- 10. FINANCE CHARGE:** There will be a 2% finance charge per month added to all invoices not paid within 30 days of the invoice date.
- 11. RESERVATION RENEWALS:** All groups including ESCROW account holders have 2 weeks immediately following their stay to reserve the comparable dates for the following year by contacting the camp office via email or phone. After 2 weeks, the time slot will be open for other groups to reserve.