



Westwind Stewardship Group

Camp Rental Reservation Request Form

Group Information:

Group/Company Name: _____

Contact Person: _____ Phone Number: _____

Contact Email: _____

Secondary Contact: _____ Phone Number: _____

Secondary Contact Email: _____

Mailing Address: _____

City: _____ State: _____ Zip Code : _____

Who would we make the security deposit refund check out to: _____

Are you a Non-Profit Group/Organization (Check one): YES NO

If Yes, what is your Non-Profit Tax ID Number: _____

Tell us about your reservation request:

First choice reservation dates (2-night minimum): _____

Secondary reservation dates: _____

How many people total: _____ (145 people max.)

Arrival/departure Preference: Ferry Crossing Walk-in from Fraser Farm

Ferry crossings are based on the tide levels, group transportation and availability, not applicable for most groups. The default will be to walk in from Fraser Farm.

General check-in time is **3:00 pm** arrival day and check-out is **11 am**. Early check-in/late check-out will be charged an additional \$100 per hour.

Request Early Check-in time of: _____ Request Late Check-out time of: _____

Tell us about your reservation request:

Packages available (select one):

- Westwind Package includes: Use of Wilson Lodge, camper sleeping cabins, McIver Lodge & Dormitory, Wyeast, and Cascade Head. No other overnight groups in camp during your rental Maximum 145 people.
- Wilson Lodge Package includes: Use of Wilson Lodge, sleeping cabins and Cascade Head. There will possibly be another rental group present at the same time. Maximum 120 people.
- McIver Lodge Package includes: McIver Lodge and Dormitory. There will possibly be another rental group present at the same time. Maximum 16 people.
- Wyeast Cabin: Available as a standalone rental November – February or on a space-available basis March – October. Maximum 5 people. Restrictions apply.
- Ridge Cabin: Available as a standalone rental November – February or on a space-available basis March – October. Maximum 5 people. Restrictions apply.
- Trillium Cabin: Available as a standalone rental November – February or on a space-available basis March – October. Maximum 2 people. Restrictions apply
- Wedding Package: Use of Wilson Lodge, camper sleeping cabins, McIver Lodge & Dormitory, Wyeast, and Cascade Head. Includes 2 additional staff to help with site needs. No other overnight groups in camp during your rental. Maximum 145 people.
- Filming: Restrictions apply
- Single day-use: Restrictions apply

Additional add-ons requested (additional fee)

- Roost Cabin: Can be added onto a Ridge rental during November - February or as an additional cabin from March - October. Maximum 4 people. Restrictions apply.
- Neskowin Cabin: Maximum 2 people. Restrictions apply
- Cascade Head Bathhouse/Restrooms
- Wilson Bathrooms
- Platform tents (in peak season only). Restrictions apply.
- Additional arrival/departure (each reservation comes with one arrival & departure, additional arrival/departure either by Ferry or walk-in requires an additional fee.
- Programs
 - Archery
 - Kayak/canoe
 - Challenge Course

Please give a brief description of your event and any additional information you feel would be helpful for us to best understand your reservation needs:

Catering:

Catering is \$85 per person for our 6-meal bundle. This includes arrival day dinner; second-day breakfast, lunch, and dinner; departing day breakfast and a pack-out lunch; or \$75 per person for our 5-meal bundle (no pack-out lunch). Additional meals may be added. A minimum of 20 persons per meal is required. You have up to 2 weeks prior to the first day of your event to change the number of people/meals without fees. If you need to add additional people after the two-week deadline, the fee is an additional \$5 per person per meal. Groups are responsible for setting up the dining hall for meal time, cleaning up, and meal dishes (must be 18 years + to do dishes).

For McIver Rentals we offer a "take and bake" service at \$10 per person, this has a 10-person minimum and 30-person max.

For individual cabin rentals, you are responsible for providing your own food.

We encourage every group to use our catering service, due to the nature of transporting food, the use of our equipment, and the sustainability of our kitchen staff. From Thanksgiving - February, if the need for your group to use the Wilson Lodge Kitchen, there is a \$500 kitchen use fee.

Menus are discussed between the Guest Services Manager and Reservation holder. Sample menus or meal choices will be provided to the reservation holder and can be put together for your rental. A roster with everyone's name, age, dietary requirement, and reaction to the dietary restriction must be provided two weeks prior to the reservation.

Standard catering statement:

Would you prefer an: Omnivore menu Vegetarian menu

How would you like your meals served? Galley/Buffer Style Family Style

How many meals:

5-meal bundle for \$75 per person (Arrival dinner; 2nd-day breakfast, lunch, dinner, departure breakfast)

6-meal bundle for \$85 per person (same as 5-meal, but add on a pack-out lunch)

Take and Bake How many meals? _____

Other (procurement; etc.) _____

If you have any notes or menu ideas please let us know here:

Please submit this form to missy@westwind.org. Thank you!