



# Westwind Stewardship Group

## Camp Rental Reservation Request Form

### Group Information:

Group/Company/Organization Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Secondary Contact: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Secondary Contact Email: \_\_\_\_\_

Billing Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code : \_\_\_\_\_

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

Are you a Non-Profit Group/Organization (Circle 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.)

#### **Check in/out time**

General check-in time is **3:00 p.m.** on arrival day and check-out is **11 a.m.**

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 rental needs:

**Packages available (select one):**

- Westwind Package** includes: Use of Wilson Lodge and lounge, 13 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 and lounge, 13 camper 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.
- Wedding Package**: Use of Wilson Lodge and lounge, 13 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.
- Single day-use**: Restrictions apply

**Stand-Alone Cabin Rentals (or could be added on to a package)**

- Wyeast Cabin**: Available as a standalone rental. Maximum 5 people. Restrictions apply.
- Ridge Cabin**: Available as a standalone rental or add-on to a package. Maximum 5 people. Restrictions apply.
- Trillium Cabin**: Available as a standalone rental or add-on to a package.. Maximum 2 people. Restrictions apply

**Additional add-ons**

- Roost Cabin**: Maximum 4 people. Restrictions apply.
- Neskowin Cabin**: Maximum 2 people. Restrictions apply
- Cascade Head Bathhouse/Restrooms** (*included with the Westwind and Wilson Packages*)
- Wilson Staff/Volunteer Bathrooms** (*not included on any packages*)
- Platform tents** (available Mid June - October only, 5 located in the dunes, 2 located in cabin area). Restrictions apply.
- Additional arrival/departure** (each reservation comes with one arrival & departure, additional arrival/departure 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:

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## Catering Options:

### Large Groups (Westwind/Wilson Package Groups)

Catering is **\$95** 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 **\$85** 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 before 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).

### Mclver Take and Bake

For Mclver rentals we offer a “take and bake” service, which means the Westwind Kitchen will put the meal together, get it ready to cook and provide cooking instructions. Cost is \$10 per serving, this has a 10-serving minimum and 30-serving 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. Dietary restricted items will be made available based on the roster provided.

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 \$85 per person (Arrival dinner; 2nd-day breakfast, lunch, dinner, departure breakfast)

6-meal bundle for \$95 per person (same as 5-meal, but add on a pack-out lunch)

Take and Bake      How many meals? \_\_\_\_\_      How many servings? \_\_\_\_\_

Other (procurement; etc.) \_\_\_\_\_

If you have any notes, additional meal needs or menu ideas please let us know here:

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