



Mt. Morris Camp & Conference Center  
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## **Mt. Morris Camp and Conference Center** ***Guest Group Rental Packet***

### **GROUP RENTAL INFORMATION**

**T**hank you for your interest in renting Mt. Morris Camp and Conference Center (MMCCC) for your conference or group event. Enclosed you will find the information you need to determine if our facility will meet your group's needs. Our standard conference and retreat packages takes into consideration what has worked successfully for many years. It is what we recommend. We can also design other packages for you, in order to meet your needs. This rental packet will include answers to the most commonly asked questions about renting at Mt. Morris, a rental questionnaire, housing worksheet, and contract. Rental dates will be confirmed upon receipt of the contract and deposit. If you have any further questions, please call us at 920-787-2861 or 888-mtmorris, or e-mail [mtmorriscamp@centurytel.net](mailto:mtmorriscamp@centurytel.net)

### **WHAT IS MT. MORRIS CAMP & CONFERENCE CENTER?**

Mt. Morris CCC began in 1964 as a Moravian camp. We've grown over the years into a full service, four season camp, retreat, and conference center. A major capital campaign several years ago has allowed the facility to grow in bed capacity, meeting and dining facilities, and recreational opportunities including an ABEE® certified high and low ropes course, 18 hole disc golf, and an 88,000 gallon handicapped accessible heated pool.

### **WHERE IS MT. MORRIS CCC, ANYWAY?**

MMCCC is located in scenic central Wisconsin, seven miles northeast of Wautoma. It is off Highway 152; 32 miles west of Oshkosh and 78 miles north of Madison. We are within an hour and ½ from Green Bay and two hours from Milwaukee. Mt. Morris is situated on 200 acres of pristine hard and softwood trees and natural prairie. 3 acre Little Lake is nestled on the north end of the property and a wonderfully serene creek runs through the middle of the property. A quiet morning walk will likely allow one to see deer, fox, rabbits, squirrel, and chipmunk.

## **TIMES OF AVAILABILITY FOR RENTALS**

Our facilities are available for rent year round. We are able to hold several programs at once, so please do check to see if we can accommodate your group. Weekends are obviously our most popular time frame requested for rental. Mid-week rental retreats are much easier to accommodate, especially during the non-summer months.

**Day rentals** are available to groups as well. A packaged event might include starting at 9 or 10 am with tea, coffee, juices and assorted coffee cake, muffins and pastries. Morning meeting(s) and/or personal meditative time is a great start to your day event. A sit-down lunch, afternoon meeting, and end with a dinner or hors d'oeuvres are a popular package. Getting away from the familiar workplace can enable people to see additional possibilities, envision new ways that the work can be done, and establish bonds of friendship different than those that exist at work. If this retreat package, or a variation of it can be explored, contact the Mt. Morris office for a price proposal and menu options.

## **SIZE OF GROUPS**

Our dining room, located in Arrowhead Center, seats 150 guests for dining, and 275 theater style for meeting.

### **FOOD**

Our Food and Beverage Director, Joy Witkowski, would be more than happy to discuss with you the various menus we can offer and style of dining - ranging from plated meals to family or buffet style. Younger groups typically find it better to have meals served through our heated cafeteria line. Cost proposals can be figured with one entrée or more. Alcoholic beverages can be consumed at Mt. Morris, but must be arranged for on your own. A modest alcoholic beverages deposit may be necessary.

At Mt. Morris CCC we pride ourselves on nutritious and appetizing meals whereby guest contact persons have opportunities for menu selection. Your satisfaction is our one, and only goal. Give Joy a call for additional information (608.369.1303) E-mail: [joyinthekitchen@vbe.com](mailto:joyinthekitchen@vbe.com)

### **MEETING ACCOMMODATIONS**

**Arrowhead Center** is our main conference center and accommodates up to 275 guests. It is air-conditioned and carpeted. The large meeting area is accented by a wood fireplace and break out rooms are located at each end of the building. A spacious outdoor deck runs the entire length of the Center so that guests can enjoy not only the wonderful

Center accommodations but also the natural beauty of the Mt. Morris outdoor environment. Arrowhead Center has a professional sound system that is built into the walls. For groups with a worship band, for instance, may find it helpful to discuss our sound system technical requirements before arrival.

### LODGING

#### **Mt. Morris has three distinct lodging accommodations:**

**Black Oak Lodge** accommodates groups up to 25 persons. Two rooms offer one double bed; 5 rooms sleep 2 each in twin beds; 1 room has 3 twin beds and a larger room accommodates 6 persons in 3 bunk beds. All rooms have individual bathrooms with shower. The Black Oak Lodge includes a kitchen with dishwasher and a beautiful wood burning fireplace adorns a corner of the spacious fully carpeted living area. Enjoy the rustic charm but state of the industry accommodations of Black Oak Lodge.

**Sandhill Center** is a self contained retreat facility sleeping 40 guests in 2 bunk beds per room. A fully equipped commercial kitchen allows for “on your own” meal service. Sandhill Center has a large lower recreation center. The upper level includes 2 lounge/break out rooms and the large conference area with wood fireplace.

**Seven newly built cabins** - each sleeping 14 guests are located just inside a wooded area affording quiet and beautiful scenery. A front porch/meeting area is located in each cabin as well as clean, well equipped restroom facilities.

### **BEDDING**

For guests choosing to stay in either the seven cabins and/or Sandhill Center, guests are not provided towel or bed linens. For a small charge bed and towel linen can be arranged. Just let us know your plans. For guests in Black Oak Lodge during the non-summer months, bed and towel linen is provided as well as bar soap and shampoo amenities.

### **CLEAN-UP**

On the day you are leaving, we ask that you remove your personal belongings from your sleeping rooms after breakfast, so that we can prepare for the group that is going to follow. We ask that each guest remove their belongings, strip their beds and place any Mt. Morris linens in a pillowcase and leave it near the entrance door. Guests are also asked to

Provide a modest clean up of lodging accommodations. A small cleaning charge is added if you choose not to assist with clean up.

## OUTDOOR POOL

The Mt. Morris CCC pool is available for groups from Memorial Day through Labor Day. Policies stipulate that a staff member/lifeguard be present at all group swims. If you are a guest during the summer months, please discuss the times the pool can be open for your recreational enjoyment. There is no additional charge for use of the pool by overnight guests. Day groups may require an additional cost.

## MT. MORRIS CAMP & CONFERENCE CENTER GROUP RENTAL FEES

### Rates

(Applicable as of January 1 - December 31, 2010)

#### LODGING/MEAL PACKAGES (Per Person):

Package Includes 2 overnights; 5 meals

(Additional meals may be added per the Meal Cost schedule)

<u>FACILITY</u>	<u>MIN</u>	<u>MAX</u>	<u>PKG :</u>
Sandhill	15	40	\$ 82.00
Black Oak L.	12	25	\$104.00
Cabins (Each)	06	14	\$ 79.00

#### LODGING ONLY (Per Person):

Sandhill	15	40	\$28.00 Per Night
Black Oak L.	12	25	\$40.00 Per Night
Cabins (Each)	06	14	\$26.00 Per Night

*Cabin guest groups must take meal service unless part of a group that is utilizing Sandhill and/or Black Oak Lodge.*

#### MEALS may be added to Package.

	<i>Age 7 and Above</i>	<i>Age 4-6</i>
Breakfast	\$6.00	\$3.00
Lunch	\$7.25	\$3.50
Supper	\$8.75	\$4.25
Brunch	\$8.00	\$4.00
Snack (may vary w/ selection):	\$1.50/Person	

### **ARROWHEAD CENTER**

With lodging rental:	\$150 per 2 nights
Day Rental:	\$ 7/Person
Arrowhead Center Caterer Rental:	\$200.00 per 1 day use
POOL USE (If no overnight rental:)	\$ 70.00/Group with no lodging
CAMPSITE: With Electricity:	\$25/Night W/O Electricity: \$20/N.
ROPES COURSE:	\$20.00 / Day Use Only

*Moravian guest groups are eligible for 7% discounted rates*

### **Deposit**

A deposit and signed contract is required to reserve accommodations. A deposit amount of typically 1/3 of the total minimum fee is required. The deposit is credited to your final bill. **Deposit is Non-Refundable.**

### **Cancellations**

In the event your group should cancel, for any reason, you will forfeit your full deposit. In the event a cancellation is received less than 90 days prior to the Arrival Date, the Group agrees to pay, as liquidated damages for reserved accommodations, 75% of the total minimum due, based on the guaranteed number of attendees. For events longer than 48 hours a written AND phone cancellation must be received 6 months prior to arrival date in order to avoid this financial obligation.

### **Meal Service Requirements**

In the event meal service is being provided, guest group will be asked to call one week prior to event start date with final confirmation numbers. **This will become the minimum meal charge.** Please note that in the event the actual meal count is more than 10% above the confirmed call in number, Mt. Morris Camp & Conference cannot commit to providing the additional meals.

### **Payment**

Final payment is due by the Departure Date stipulated on the front of the issued Contract or within 30 days of the date of the retreat. Payment may be made by one group check made payable to Mt. Morris Camp & Conference Center. Reservations for the following year will not be confirmed until payment is received.

Mt. Morris Camp and Conference Center

## RENTAL QUESTIONNAIRE

(Completion of this form will allow a proposal to be issued. Thank you for your help!)

Name of Group \_\_\_\_\_

Dates of Rental \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone numbers:

(day) \_\_\_\_\_ (evenings) \_\_\_\_\_

(Fax) \_\_\_\_\_ (e-mail): \_\_\_\_\_

Details:

Number of People Expected \_\_\_\_\_

Arrival Date \_\_\_\_\_ Time \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

First Meal: Date \_\_\_\_\_ Meal \_\_\_\_\_

Last Meal: Date \_\_\_\_\_ Meal \_\_\_\_\_

*(We will assume all meals to be served between the first meal and last meal listed).*

Special Requests:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Resources:

We will need the following:

\_\_\_\_ VCR

\_\_\_\_ Sound System

\_\_\_\_ Microphone (not usually needed unless the group is quite large)

\_\_\_\_ Easel

\_\_\_\_ Access to Copy Machine (copies at \$.10 each)

\_\_\_\_ Slide Projector

\_\_\_\_ Screen

\_\_\_\_ Other Requests:

Facilities you are requesting: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_