

**INSIDE**

Information and forms to assist you in planning your stay at Estes Park Center.



**JUNE 2017 – MAY 2018**

Serving Groups, Conferences,  
Retreats, Family Reunions  
and Celebrations.

# ESTES PARK CENTER Planning Guide



**YMCA of the Rockies — Estes Park Center is the place  
where nature inspires your getaway.**

Inside you'll find helpful information on planning your stay, group activities,  
meal options and forms you'll need to complete prior to your stay.

For additional copies of this guide please visit [ColoradoConferenceCenters.com](http://ColoradoConferenceCenters.com).



# ESTES PARK CENTER

YMCA of the Rockies puts Christian Principles into practice through programs, staff and facilities in an environment that builds healthy spirit, mind and body for all.

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## CONTACT INFORMATION

Phone: 970-586-3341

### Extensions:

Conference Office .....	x1021
Chaplain .....	x1012
Food Service .....	x1099
Program Department .....	x1104

Fax: 970-586-3501

Please include a cover sheet.

### E-mails:

Conference Office  
conferencepc@ymcarockies.org

Program Department  
epcactivities@ymcarockies.org

## SHIPPING FOR YOUR EVENT

Estes Park Center—YMCA of the Rockies  
Group Name  
Contract/Booking No.  
ATTN: Your Name  
2515 Tunnel Road  
Estes Park, CO 80511

## SUBMITTING CONTRACT/DEPOSIT

Contact your Group Sales Representative at 800-777-9622 for instructions on how to return your contract and deposit.



## HELPFUL INFORMATION

### Plan Ahead

Lodging, meeting rooms and activities fill up quickly. In order to ensure that you get the most out of your stay, plan in advance by submitting your Request Forms early. Our Conference Coordinators are here to help you with planning your itinerary and any special needs such as wheelchair accessible and first-floor rooms.

Your group can be divided according to interests and levels, or activities can be planned that the entire group can enjoy. Let your group participants know about their recreational choices, activities and worship opportunities by directing them to [ymcarockies.org](http://ymcarockies.org).

### Alcohol

We do not sell or serve alcoholic beverages. You may bring your own and consume it in your lodge room, cabin or meeting room. Alcohol is not allowed in public areas.

### Altitude

Estes Park Center is 8,000+ feet above sea level. Give your body time to adjust by limiting physical activity for the first 24 hours. Drink plenty of water and apply sun block often.

### Maid Service

Service is limited. Please ask your Conference Coordinator for details pertaining to your accommodations.

### Pets

No pets, with the exception of service animals are allowed in lodges and retreat cabins.

### Payment & Cancellations

Full payment is due upon check-out. We accept Visa, MasterCard, Discover, American Express, checks and cash. Please discuss your payment options with your Group Sales Representative during your initial booking. If you are a travel agent, full payment is due 45 days prior to arrival (see page 7).

You must report the guaranteed number of rooms, cabins and nights by the date shown on your contract. **If you cancel after this date, you will incur a cancellation fee and your deposit will be forfeited.** Please check your contract for these dates and amounts.

### Quiet Hours: 11 PM–7 AM

For the comfort of all guests please respect our quiet hours.

### Laundry (self-service)

A coin operated laundry is located on the lower level of the Longhouse Building and is open 24/7.

### Signage

For information and restrictions on signage, go to [ymcarockies.org/group-signage](http://ymcarockies.org/group-signage). For additional copies of our grounds map please contact the Conference Office, or have guests stop by the Administration Building for directions.

### Wristbands

Please wear your Stay Pass wristband on the YMCA property so that we can easily identify you and grant you access to our free and affordable activities.

# GROUP LEADER TIMETABLE

Group accommodations may be reserved up to **TWO YEARS** in advance.  
Call Group Sales at 800-777-9622.

Please review your contract for accuracy and record important dates below for easy reference.

## 1. Upon Making a Reservation

### a. Pay Deposit

You will receive a contract via e-mail.  
To confirm your reservation please sign and return it with deposit payment.

## 2. Six Months Prior to Arrival

### a. First Cancellation Date

This is the first deadline to cancel reserved rooms and cabins. Please contact the Conference Office with your final attendance numbers.

### b. Wheelchair Accessible or First-floor Room Request

Please identify this request or call the Conference Office as soon as possible as these rooms are limited.

### c. Reserved Activities\*

Many activities are **FREE** and you can make arrangements to participate in them once your group has arrived. You may reserve private group activity sessions up to one year in advance by completing the **Private Group Activities Request Form on page 12**.

\* Activities must be cancelled two weeks prior to the reserved date or you will be charged full price.

### d. Summer Cookouts (page 9)

**First-come, first-serve, reservations fill quickly.**

Please complete and submit the Summer Cookout Form.

## 3. 60 Days Prior to Arrival

### a. Final Cancellation Date

Your deadline to cancel reserved rooms, cabins and nights is on your contract. Failure to meet this deadline will result in forfeiture charges. Please contact the Conference Office with your final numbers (see your contract for cancellation fees).

**Contract Date** (see contract):  
\_\_\_\_\_

### b. Meeting Room & Equipment Request

**Complete and submit the Meeting Room and Equipment Request Form (pages 5 & 6)**. If form is not submitted prior to arrival, a change over fee will be applied.

Meeting rooms are assigned on a space-available basis seven to ten days before your arrival. **Meeting rooms will be left empty until setup information is received.**

### c. Submit Tax Exempt Affidavit (page 7)

This form is **REQUIRED** for all groups and must be filled out each visit, please complete and return to the Conference Office **PRIOR** to your arrival.

## 4. 30 Days Prior to Arrival

### a. Submit Itinerary or Agenda

Thirty days prior to your arrival submit your itinerary or agenda to the Conference Office. Please include meeting room times and audio visual needs, in addition to appropriate times for refreshment drop off and trash pick up.

## 5. Three Weeks Prior to Arrival

### a. Submit Room Roster (page 10) Date to submit: \_\_\_\_\_

Please identify those requesting no stairs or wheelchair access.

### b. Order Refreshments, Food & Grills (pages 8-9)

Refreshments can be delivered to your meeting room, sack lunches can be provided for outings, and gas grills can be arranged by request.

## 6. Arrival at Estes Park Center

### a. Check In: 6 PM or later. During Peak season, accommodations may not be available until after 6 PM.

Group leaders should arrive prior to the group in order to confirm last minute details, check the Room Roster and pick up room keys. In the event accommodations are not ready upon arrival, the group leader will receive Stay Pass wrist bands which will allow group members to enjoy the facility while accommodations are prepared.

### b. Check out: 10 AM

All groups check out at the front desk. Full payment is required at check out. You will receive an invoice detailing all charges posted to the master account. If group is not checked out of their accommodations by 10 AM, a half day fee may be applied.





Rustic Café

## MEAL OPTIONS

### All-You-Can-Eat Meals at the Aspen Dining Room

**Breakfast: 7– 9 AM**

**Lunch: 11:30 AM – 1:30 PM**

**Dinner: 5– 7:30 PM**

All meals in the Aspen dining room are served “all-you-can-eat” buffet style. Members of your group on a meal plan will receive meal tickets that must be presented at each meal.



Aspen Dining Room

### Catering & Special Events

YMCA of the Rockies offers a variety of indoor and outdoor venues for weddings, receptions and special catered events. For more information about our catering options please contact our Event Coordinator at 970-586-3341 x1024. Special meals or menus must be arranged in advance. Sack meals may be ordered a day ahead (see page 9) and should be picked up by the group leader during meal hours in the dining room.



Pine Room Restaurant

### Other Dining Options

#### Rustic Café Snacks, espresso and light meals

The café is open daily and located in the Administration Building.

#### Pine Room Restaurant

Adjacent to the Aspen Dining Room, the restaurant is open daily, Memorial Day through Labor Day. À la carte lunch is available Monday–Friday and brunch is offered on Sunday. A delicious prime rib buffet dinner is offered six days a week. Check for closures due to private events. To reserve the Pine Room Restaurant for your private event (35 person minimum required), please call x1024.

#### Y’s Guys Pizza at the Rustic Café Open seasonally

Fresh, made to order pizza, call x1016 (pick-up only).

#### Summer Cookouts Advance reservations required

On Tuesdays, Thursdays, and Saturdays we offer all-you-can-eat public summer cookouts during lunch and dinner. Private cookouts are available Sunday, Monday, Wednesday and Friday. See page 9 for more information.

# MEETING ROOM & EQUIPMENT REQUEST FORM

Meeting rooms are assigned on a first-come, first-serve basis, according to group size, needs, room availability and date request is received.

Please make copies of this form for each meeting room/breakout room needed. Additional meeting room space may be reserved at a rate of \$5 per person/per day/per meeting room, based on availability (minimum charge \$50 per day). Chairs and tables are provided at no additional charge.

If your group is staying in retreat cabins, a meeting room **IS NOT** included in your lodging fee. If you would like to request a meeting room a rate of \$8 per person/per day will be applied (minimum of \$75 per day). Additional charges may apply, availability is not guaranteed.

## SUBMITTING FORMS

Please fill out this form and return to the Conference Office 60 DAYS prior to your arrival.

### FedEx and UPS

Estes Park Center–YMCA of the Rockies  
Group Name  
Contract/Booking No.  
Attn: Conference Office  
2515 Tunnel Drive  
Estes Park, CO 80511

### U.S. Postal Service

Estes Park Center–YMCA of the Rockies  
Group Name  
Contract/Booking No.  
Attn: Conference Office  
2515 Tunnel Road  
Estes Park, CO 80511

**Fax: 970-586-3501**

Please include a cover sheet.

## CONTACT INFORMATION

### Telephone

888-612-9622  
970-586-3341 x1021

### E-mail

conferencepc@ymcarockies.org

GROUP NAME: \_\_\_\_\_ GROUP SIZE: \_\_\_\_\_

CONTRACT/BOOKING NO.: \_\_\_\_\_

HOW MANY CHILDREN IN YOUR GROUP? \_\_\_\_\_

E-MAIL: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_ NO. OF CHAIRS: \_\_\_\_\_ NO. OF TABLES: \_\_\_\_\_

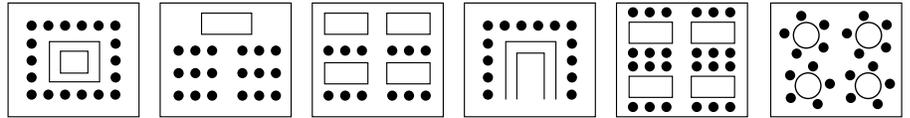
WHEELCHAIR ACCESSIBLE?  YES  NO

DO YOU HAVE A BAND?\*  YES  NO IF YES, WHAT TIME WILL THEY BE PLAYING? \_\_\_\_\_

PLEASE LIST ANY ADDITIONAL NEEDS: \_\_\_\_\_

### CHOOSE A ROOM SET-UP (for custom set up, please submit a drawing request):

Meeting rooms are from the time of check in to check-out the day of departure. Early/late use may be reserved for an additional fee. If form is not completed, the meeting space will be left empty.



- Square  Theater  Classroom  U-Shape  Picnic  Round  
 Custom (indicate below or submit a diagram)

## Equipment Rental (limited availability)

TYPE OF EQUIPMENT	PRICE (PER DAY)	HOW MANY?	DATE	TIME
Music Stand	\$10			
Easel	\$10			
Easel w/Whiteboard	\$15			
Easel w/Flip chart	\$20			
Full-sized Podium	\$20			
Table-top Podium	\$10			
EZ Up 10'x 10'Tent (limited)	\$50			
Lamp (Floor or Table)	\$5			
Microwave	\$15			
Mini Fridge (limited)	\$10			
Stage Piece (4' x 8' x 14') per unit	\$25			
Stage Piece (4' x 8' x 32') per unit	\$40			
Tablecloths <input type="checkbox"/> 84" Round Green <input type="checkbox"/> 84" Round Blue <input type="checkbox"/> 52"x 120" Green <input type="checkbox"/> 52"x 120" Blue	\$4 (each)			
Setup Change of Meeting Room (after initial setup)				
- Large Meeting Room	\$275			
- Medium Meeting Room	\$175			
- Small Meeting Room	\$75			

\* Bands must be finished by 11 PM. Quiet hours are from 11 PM – 7 AM.

Please remove this page, complete and then make copies of all forms before mailing.

# AUDIO VISUAL EQUIPMENT REQUEST FORM

## RENTAL INFORMATION

- If you are renting electrical equipment, one extension cord and/or power strip is included.
- If you are renting a projector or television, an audio visual table or stand is included.
- WiFi access is available.
- We do not supply computers.
- E-mail can be checked at terminals in our library. Please call the library for details at 970-586-3341 x1133.
- Special requests for phones, phone lines, internet hard lines, electrical service or tents must be supplied to the Conference Office in advance. Additional fees may apply for last minute requests or changes.

## SUBMITTING FORMS

Please fill out this form and return to the Conference Office 60 DAYS prior to your arrival.

### FedEx and UPS

Estes Park Center–YMCA of the Rockies  
Group Name  
Contract/Booking No.  
Attn: Conference Office  
2515 Tunnel Road  
Estes Park, CO 80511

### U.S. Postal Service

Estes Park Center–YMCA of the Rockies  
Group Name  
Contract/Booking No.  
Attn: Conference Office  
2515 Tunnel Road  
Estes Park, CO 80511

### Fax: 970-586-3501

Please include a cover sheet.

## RESERVING AV EQUIPMENT:

Ph: 888-612-9622

E-mail: conferencepc@ymcarockies.org

## AV Tech Questions:

Ph: 970-586-3341 x1121

E-mail: audiovisual@ymcarockies.org

GROUP NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_  
 CONTRACT/BOOKING NO.: \_\_\_\_\_ GROUP SIZE: \_\_\_\_\_  
 PHONE (DAY): \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_ MEETING ROOM: \_\_\_\_\_  
 PLEASE LIST ANY ADDITIONAL NEEDS: \_\_\_\_\_

Review the request form carefully. If you have any questions please contact the Conference Office. Attach a drawing or description of how you would like your A/V equipment set up. The more detail you can provide, the better we will be able to serve your group's needs.

## Equipment Rental (limited availability)

TYPE OF EQUIPMENT	PRICE (PER DAY)	HOW MANY?	DATE	TIME
LCD Projector, Screen, VGA cable	\$160			
PA System Wired vocal mic, computer/ipod connection, 4 channel mixer. Select number of speakers:	<input type="checkbox"/> Single: \$ 90 <input type="checkbox"/> Double: \$150 <input type="checkbox"/> Four: \$225			
Computer Speakers	\$15			
Wireless Microphone Please check one: <input type="checkbox"/> Lavalier <input type="checkbox"/> Headset <input type="checkbox"/> Handheld Each requires own/rented PA system	\$60			
Overhead Transparency Projector	\$45			
Screen Size: dependent on room and availability	\$25			
Karaoke System 32" TV, single speaker PA system, 2 vocal mics, Karaoke machine with pre-loaded music	\$ 175			
Television	<input type="checkbox"/> 32": \$40 <input type="checkbox"/> 37": \$50			
Electronic Keyboard 76 key piano, stand, foot pedal, music stand	\$35			
Music Stand	\$10			
Video Players	<input type="checkbox"/> DVD: \$15 <input type="checkbox"/> Blu-ray: \$20 <input type="checkbox"/> VCR: \$20			
CD Player	\$15			
Conference Phone	\$50			
Extension Cord	\$5			
Power Strip	\$5			
16 Channel Mixer	\$100			
XLR Snake (24 inputs, 8 outputs)	\$100			
Direct Injection Box (DI)	\$15			
Stage Monitor	\$60			
Wired Vocal Mic w/cable and stand	\$20			
Wired Instrument Mic w/cable and stand	\$20			
Theatrical Lights (One time fee – Ruesch only)	\$900			
Large Band Package* Includes: up to 12 wired mics, 6 monitors, 6 DIs, 16 channel mixer, main speakers, subwoofers, guitar amp, bass amp, and all necessary cables. * Stage plot diagram is required	\$900			
Subwoofer	\$100			
Audio Amplifier	\$60			
Guitar Amp	\$60			
Bass Amp	\$60			
Outdoor Equipment Setup Fee	\$100			
A/V Setup Change Fee	\$150			
A/V Tech Fee	\$40/hr			



## SUBMITTING FORMS

Please fill out this form and return to the Conference Office 60 DAYS prior to your arrival.

Please make a copy and send via:

### FedEx and UPS

Estes Park Center—YMCA of the Rockies  
Group Name  
Contract/Booking No.  
Attn: Conference Office  
2515 Tunnel Road  
Estes Park, CO 80511

### U.S. Postal Service

Estes Park Center—YMCA of the Rockies  
Group Name  
Contract/Booking No.  
Attn: Conference Office  
2515 Tunnel Road  
Estes Park, CO 80511

Fax: 970-586-3501

Please include a cover sheet.

## CONTACT INFORMATION

### Telephone

888-612-9622  
970-586-3341 x1021

### E-mail

conferenceepc@ymcarockies.org

# ESTES PARK CENTER BILLING INFORMATION

During your discussion with Group Sales, an agreement is made to the type of contract you will create for your group/family reunion. If you choose the Online Reservation option, each of your attendees will make their own reservation online under your agreed upon contract terms and each are responsible for their own payments. If you decide not to choose this option, then you, as group leader, are responsible for collecting all payments from your attendees and will pay the total balance due upon departure. Any changes to the billing plan created for your group must be received by the Conference Office at least 60 DAYS prior to arrival.

**NO CHANGES TO THE BILLING WILL BE MADE AFTER THAT DATE. ALL RETREAT CABINS WILL BE BILLED AS A UNIT PRICE AND THE TOTAL CHARGE WILL BE THE RESPONSIBILITY OF THE GROUP LEADER. UNIT PRICE WILL NOT BE SPLIT BETWEEN INDIVIDUAL GUESTS.**

## MANDATORY AFFIDAVIT OF TAX STATUS

**ANY GROUP** that makes purchases from the YMCA of the Rockies must complete this affidavit and declare their tax status. An original of this affidavit must be completed, signed and submitted prior to check in for each visit.

- We **DO NOT** qualify as non-taxable under Colorado law or we do not have appropriate documentation to that end. We agree to pay all applicable taxes associated with the charges incurred for goods and services provided by the YMCA of the Rockies (**complete items 3 through 9 below**).
- We **DO** qualify as non-taxable or tax exempt under Colorado law as outlined below. I understand and declare, under penalty of perjury, that the following statements are true:
  - **The name of our tax exempt organization is included (in-part or full) in the name on this reservation.**
  - **Any payments for non-taxable goods and services will be made with a check, drawn on the tax exempt organization's bank account, or with a credit card in the name of the tax exempt organization.**
  - **The tax exempt organization listed has not and will not receive any reimbursement through direct payment, collection or donation from any individuals or other organization for the use or consumption of said goods and services (complete items 1 through 9 below).**

1. Name of Tax-Exempt Organization \_\_\_\_\_

2. Sales Tax-Exemption No. \_\_\_\_\_

3. Group Name (as it appears on your YMCA of the Rockies contract) \_\_\_\_\_

4. Contract No/Booking No. \_\_\_\_\_

5. Dates of Reservation \_\_\_\_\_ 6. Today's Date \_\_\_\_\_

7. Name (Print) \_\_\_\_\_ 8. Title \_\_\_\_\_

9. Signature \_\_\_\_\_

No changes to tax status will be made once your reservation is checked-in. The YMCA of the Rockies WILL NOT make any adjustments to taxes assessed; rather it will be the responsibility of the organization to settle any tax adjustments with the State of Colorado (see colorado.gov for more information).

Please remove this page, complete and then make copies of all forms before mailing.



# REFRESHMENTS, FOOD & GRILLS REQUEST FORM

Pre-ordered refreshments can be delivered to your meeting room between 7 AM and 8:30 PM.

## SUBMITTING FORMS

Please make additional copies of this form, one for each order. Fill out the forms and return to the Conference Office **THREE WEEKS** prior to your arrival.

### FedEx and UPS

Estes Park Center—YMCA of the Rockies  
Group Name

Contract/Booking No.

Attn: Conference Office

2515 Tunnel Road

Estes Park, CO 80511

### U.S. Postal Service

Estes Park Center—YMCA of the Rockies  
Group Name

Contract/Booking No.

Attn: Conference Office

2515 Tunnel Road

Estes Park, CO 80511

**Fax: 970-586-3501**

Please include a cover sheet.

## CONTACT INFORMATION

### Telephone

888-612-9622

970-586-3341 x1021

### E-mail

conferencepc@ymcarockies.org

### FOOD ALLERGIES:

YMCA of the Rockies makes every attempt to identify ingredients that may cause allergic reactions for those with food allergies. Every effort is made to instruct our food production staff on the severity of food allergies. There is also a possibility that manufacturers of the commercial foods we use could change the formulation at any time without notice. Guests concerned with food allergies need to be aware of this risk. We will do our best to accommodate your needs. YMCA of the Rockies will not assume any liability for adverse food reactions to foods consumed, or items one may come in contact with while eating at any of our food service establishments. Please keep in mind that our menu is subject to change without notice. For additional information please contact Food Service at 970-586-3341 x1250 or x1128.

(Please make additional copies for multiple orders.)

GROUP NAME: \_\_\_\_\_

DELIVERY LOCATION: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_

NO. OF PEOPLE: \_\_\_\_\_ CONTRACT/BOOKING NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

## Refreshments and Snacks

NOTE: One (1) Gallon serves 16 people

\_\_\_ Coffee regular (\$20 per gallon)      \_\_\_ Brownies (dozen) (\$12 per dozen)

\_\_\_ Coffee decaf (\$20 per gallon)      \_\_\_ Doughnuts (dozen) (\$12 per dozen)

\_\_\_ Hot cocoa (\$18 per gallon)      \_\_\_ Muffins (dozen) (\$12 per dozen)

\_\_\_ Hot cider (\$15 per gallon)      \_\_\_ Cookies (dozen) (\$12 per dozen)

\_\_\_ Sodas (assorted) (\$2 per 12 oz. bottle/can)

\_\_\_ Lemonade (\$15 per gallon)

**Special Instructions:**

\_\_\_ Hot tea (\$15 per gallon)

(assorted bags with hot water)

\_\_\_ Iced tea (\$15 per gallon)

\_\_\_ Hot water (\$5 per gallon)

\_\_\_ Cold water (\$5 per gallon)

\_\_\_ Cold water (\$2 per 12 oz. bottle)

\_\_\_ Ice (\$5 per 8 lbs.)

## Platters (25 person minimum)

\_\_\_ Vegetable platter (\$5 per person)

No. of people: \_\_\_\_\_

\_\_\_ Seasonal fruit platter (\$5 per person)

No. of people: \_\_\_\_\_

## Food Breaks (25 person minimum)

1. Fiesta Break (\$5 per person)

No. of people: \_\_\_\_\_

Crispy chips and salsa

2. Deluxe Continental Breakfast (\$13.50 per person)

No. of people: \_\_\_\_\_

Bagels, cream cheese, pastries, fresh seasonal fruit, yogurt, granola, cold cereal, coffee, juice and milk

3. Ice Cream Social (\$7 per person)

No. of people: \_\_\_\_\_

(includes whipped cream, nuts and cherries)

Select two (2) flavors of ice cream

(additional flavor add \$2 per person):

vanilla     chocolate     strawberry

Select one (1) syrup flavor (additional flavor add \$1 per person):

chocolate     butterscotch     strawberry

4. Deli Lunch (\$13.50 per person)

No. of people: \_\_\_\_\_

Fresh sliced meats, cheeses, assorted breads, condiments, potato chips, one cold salad, assorted sodas, bottled water

5. Health & Fitness (\$13.50 per person)

No. of people: \_\_\_\_\_

Fresh fruit tray and vegetable tray with dip, whole grain muffins, hummus, pita, assorted fruit juices

6. Snack Attack (\$5 per person)

No. of people: \_\_\_\_\_

Includes chips, pretzels, granola bars, assorted sodas

Please remove this page, complete and then make copies of all forms before mailing.

## Fruit Baskets

REQUESTED BY: \_\_\_\_\_

OCCASION: \_\_\_\_\_

DELIVER TO: \_\_\_\_\_

DATE/TIME: \_\_\_\_\_ / \_\_\_\_\_

1. Deluxe Fruit Basket / \$42 per basket      No. of baskets: \_\_\_\_\_  
 Seasonal fruit, sparkling cider, party mix and assorted snacks

## Sack Meals

All orders must be placed no later than 12 PM the day prior with your Conference Coordinator x1021.

Sack meals can be picked up by the Group Leader at the Aspen Dining Room during meal hours (see page 4).

PICKUP DATE: \_\_\_\_\_

GROUP NAME: \_\_\_\_\_

- |   |                             |
|---|-----------------------------|
| 1. Sack Breakfast   | No. _____ \$12 per meal*    |
| Includes cereal, milk, juice, muffin, fruit, and granola bar                          |                             |
| 2. Turkey Sack Lunch  | No. _____ \$12.50 per meal* |
| Includes turkey sandwich, chips, fruit, sweet snack, drink, condiments                |                             |
| 3. Peanut Butter & Jelly Sack Lunch   | No. _____ \$12.50 per meal* |
| Includes sandwich, chips, fruit, sweet snack, drink                                   |                             |
| 4. Gluten-free Sack Lunch   | No. _____ \$14 per meal*    |
| Includes gluten-free sandwich, yogurt, veggies, fruit, snack, juice                   |                             |
| 5. Sack Dinner  | No. _____ \$15 per meal*    |
| Includes a half of a roasted chicken, deli salad, roll, vegetable, sweet snack, drink |                             |

\* No additional charges if on meal plan except for the gluten free sack lunch (additional fee will apply).

## BBQ Grill Rental

Gas grills can be delivered to your cabin or picnic area.

Lunch hours: 9 AM–3 PM, Dinner hours: 4–10 PM, 7 days a week

- Large Grill (68 lb. propane tank)**  
 Delivery and pickup: \$50 per meal or \$100 per day  
 2' x 5' cooking surface
- DELIVERY DATE: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_
- LOCATION: \_\_\_\_\_
- PICK-UP DATE: \_\_\_\_\_ PICK-UP TIME: \_\_\_\_\_
- Small Grill (propane tank)**  
 Delivery and pickup: \$30 per meal or \$60 per day  
 1' x 3' cooking surface
- DELIVERY DATE: \_\_\_\_\_ DELIVERY TIME: \_\_\_\_\_
- LOCATION: \_\_\_\_\_
- PICK-UP DATE: \_\_\_\_\_ PICK-UP TIME: \_\_\_\_\_



## ALL-YOU-CAN-EAT COOKOUTS

Plan early—we start taking reservations in February for our public and group cookouts!

Our lunch and dinner public cookouts are every Tuesday, Thursday and Saturday, 11:30 AM – 1:30 PM or 5–7 PM, from June through August. The pavilion accommodates up to 250 people so your group may be sharing the space with others. To arrange a private cookout for your group please see below.

### LUNCH COOKOUT

Hot dogs, hamburgers, veggie burgers (upon request), baked beans, potato salad, watermelon, lemonade, water and coffee.

### DINNER COOKOUT

BBQ beef, roasted chicken, hot dogs, veggie burgers (upon request), corn on the cob, baked beans, potato salad, corn bread, brownies, watermelon, lemonade, water and coffee.

GROUP NAME: \_\_\_\_\_

CONTRACT/BOOKING NO.: \_\_\_\_\_

GROUP LEADER: \_\_\_\_\_

PHONE: \_\_\_\_\_ BEST TIME TO CALL: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Please sign us up for the:

- PUBLIC LUNCH COOKOUT  
 PUBLIC DINNER COOKOUT

#### PUBLIC LUNCH COOKOUT (35 person minimum)

No. of adults **ON** meal plan \_\_\_\_\_ x \$4 per person = \$ \_\_\_\_\_  
 No. of adults **NOT** on meal plan \_\_\_\_\_ x \$15 per person = \$ \_\_\_\_\_  
 No. of children **NOT** on meal plan \_\_\_\_\_ x \$10 per person = \$ \_\_\_\_\_

#### PUBLIC DINNER COOKOUT (35 person minimum)

No. of adults **ON** meal plan \_\_\_\_\_ x \$4 per person = \$ \_\_\_\_\_  
 No. of adults **NOT** on meal plan \_\_\_\_\_ x \$18 per person = \$ \_\_\_\_\_  
 No. of children **NOT** on meal plan \_\_\_\_\_ x \$12 per person = \$ \_\_\_\_\_

Please sign us up for the:

- PRIVATE GROUP DINNER COOKOUT (35 person minimum)  
 Cost per person: \$22 Adult / \$12 Child

First Requested Cookout Date: \_\_\_\_\_

Second Requested Cookout Date: \_\_\_\_\_

#### CANCELLATION POLICY:

To cancel due to inclement weather you must contact the Conference Office by noon the day of your cookout by calling x1021.

Once we receive this form, our Conference Office will contact you to confirm your cookout date.

# GROUP ROOM ROSTER REQUEST FORM

Use this form if you are a group leader making room assignments for your group.

Please list the first and last name of each group member staying in a lodge room or retreat cabin to ensure we are able to contact group members regarding phone calls and emergencies. **List all children lodging with their parents.**

**ROOM NUMBERS ARE ASSIGNED AT CHECK IN.** Some retreat cabins do not have room numbers. Please indicate individual(s) arriving and/or departing on a different date. If rooms are for different dates, write the arrival and departure date next to that room.

**ROOM KEYS WILL NOT BE ISSUED WITHOUT A COMPLETED ROSTER.**

## SUBMITTING FORMS

Please make additional copies of this form. Complete and return form(s) to the Conference Office **60 DAYS** prior to your arrival.

### FedEx and UPS

Estes Park Center–YMCA of the Rockies  
Group Name  
Contract/Booking No.  
Attn: Conference Office  
2515 Tunnel Road  
Estes Park, CO 80511

### U.S. Postal Service

Estes Park Center–YMCA of the Rockies  
Group Name  
Contract/Booking No.  
Attn: Conference Office  
2515 Tunnel Road  
Estes Park, CO 80511

### Fax: 970-586-3501

Please include a cover sheet.

## CONTACT INFORMATION

**Telephone**  
888-612-9622  
970-586-3341 x1021

**E-mail**  
conferenceepc@ymcarockies.org

**GROUP / FAMILY NAME:** \_\_\_\_\_

**CONTRACT / BOOKING NO.:** \_\_\_\_\_

**ARRIVAL DATE:** \_\_\_\_\_ **DEPARTURE DATE:** \_\_\_\_\_

**PLEASE INDICATE YOUR CHOICE BY CIRCLING THE CORRESPONDING CODE BELOW:**

**Codes: A = Adult / C = child (ages 6-12) / I = infant (ages 5 and under)**

<p><b>ROOM NO.:</b> _____</p> <p>Crib: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Handicap: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name: _____ A C I</p>	<p><b>ROOM NO.:</b> _____</p> <p>Crib: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Handicap: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name: _____ A C I</p>
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<p><b>ROOM NO.:</b> _____</p> <p>Crib: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Handicap: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name: _____ A C I</p>	<p><b>ROOM NO.:</b> _____</p> <p>Crib: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Handicap: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name: _____ A C I</p>
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<p><b>ROOM NO.:</b> _____</p> <p>Crib: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Handicap: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name: _____ A C I</p>	<p><b>ROOM NO.:</b> _____</p> <p>Crib: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Handicap: <input type="checkbox"/> Y <input type="checkbox"/> N</p> <p>Name: _____ A C I</p>
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# PRIVATE GROUP ACTIVITIES

## Activity Rating System

Please use the following rating system to help you in selecting the best activities for your group. Reservations for group activities can be accepted up to 1 year in advance.

- Easy-moderate (most people can do)
- Moderate (some physical challenge)
- ◆ Difficult (athletic ability required)

### Archery ● ■

1 hour

9 AM, 10:15 AM, 1 PM, 2:15 PM,  
3:30 PM, 4:45 PM

We will cover safety rules and beginner aspects of shooting, and then provide instruction on proper shooting technique.



### Campfire Ring

3 hours

**Plan ahead! Our campfire rings fill up fast. Reservations are accepted up to one year in advance. One booking per visit.**

Fee includes two bundles of firewood and reserves the campfire ring for three hours (subject to current fire bans and restrictions).

### Climbing Wall ● ■

1.5 hours

June–August: 8:30 AM, 1 PM, 3 PM

Limited availability September–May

Our 30 foot climbing wall has three different sides catering to different levels of climbing, from beginner to intermediate. Equipment is provided. There is approximately a 15 minute walk to and from the site.

### Family Fun Night

1.5 hours

We lead your group with a campfire, songs, games, skits, icebreakers, and our favorite mountain dessert — s'mores.

### Guided Hikes ● ■ ◆

2+ hours

Join our staff on a guided hike in Rocky Mountain National Park. National Park fees not included. Snowshoes/microspikes can be rented at Sweet Memorial as needed for winter hikes. Groups must provide transportation.

### High Ropes Course ◆

3 hours

June–August: 9 AM or 1 PM

Limited availability September–May

Individuals will challenge themselves by traversing the course at a height of 35 feet and then zip down a 250 foot zip line. Participants are responsible for clipping and unclipping themselves on the course and will work on a practice course before beginning. There is approximately a 15 minute walk to and from the site.

### Night Walk ● ■

1.5 hours

June–August: 8 PM

Limited availability September–May: 7 PM

Experience the Y's "night life" and learn about nocturnal animals and their special adaptations and play night games.

### Orientation and Icebreakers

30 minutes

We join you at your meeting room or lodging and provide an overview of the facility and what we have to offer. Our staff can also lead you in a fun icebreaking activity. If you would like to have the staff only go over the Orientation materials, please indicate that by circling "Orientation" on the Private Group Activities Form on page 12.

### Team-Building Course ● ■

1.5 or 3 hours

June–August: 9 AM, 10:30 AM, 1 PM or 3 PM for 1.5 hour course or 9 AM or 1 PM for 3 hour course

Limited availability September–May

Our team-building course provides the opportunity for groups (i.e. sports teams, corporate groups, etc.) to grow as individuals and as a team in a unique experience both on the ground and on low elements. Facilitators tailor the challenges to the needs and dynamics of the group while providing a safe environment for growth. There is approximately a 15 minute walk to and from the site.

### Zip Line ◆

1.5 hours

June–August: 8:30 AM, 9:45 AM,  
11 AM, 1:45 PM, 3 PM

Limited availability

September–May

Climb up a 30 foot telephone pole, take an 800 foot ride over the valley, and then hike back across the valley floor. Minimum/maximum weight 80 lbs./220 lbs. There is approximately a 15 minute walk to and from the site.



### FACILITIES

Limited Availability October – May

#### Longhouse Gym

Reserve recreation space for your group in the gym. We offer two full-length basketball courts that can convert to volleyball. Rental includes use of either half or the entire gym, as well as basketball, volleyball, and shuffle board equipment. The latest the gym can be rented is until 11 PM. Reserving the gym as Meeting Space falls under the Conference Office.

#### Roller Skating Rink

Reserve the roller skating rink for your group. Rental includes skates (for up to 50 people) and staff to run the music system. The latest the rink can be rented is until 11 PM.

**NOTE:** If you do not have enough participants to fill an Archery, Climbing Wall, Guided Hike, High Ropes, Night Walk, or Zip Line session, these activities are offered regularly during the summer months for individuals to sign up and participate on their own.

# PRIVATE GROUP ACTIVITIES REQUEST FORM

There is a minimum of 5 participants per activity request. Please complete the form below and save a copy for your records. Information on submitting forms is listed below.

GROUP NAME: \_\_\_\_\_ CONTACT NAME: \_\_\_\_\_ DATES OF VISIT: \_\_\_\_\_ / \_\_\_\_\_ TO \_\_\_\_\_ / \_\_\_\_\_

GROUP TYPE (Ex: Family, reunion, adult, teens, middle school etc.): \_\_\_\_\_

PHONE NO.: \_\_\_\_\_ EXT: \_\_\_\_\_ RESERVATION NO.: \_\_\_\_\_ BOOKING NO.: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

Please complete this form, save a copy for yourself and e-mail, fax or mail.

### Mailing Address

Estes Park Center–YMCA of the Rockies  
Attn: Program Registrar  
2515 Tunnel Road  
Estes Park, CO 80511

### Phone

970-586-3341 x1122

### Fax

970-577-1255

### E-mail

estesparkcenter@ymcarockies.org

### Deadlines, Fees and Cancellations

Requests are processed on a first-come, first-serve basis by date received. Activity and facility fees for granted requests will be posted to the Group Reservation Number. Activities cancelled by groups **LESS THAN ONE MONTH** prior to reserved date will be charged full price.

ACTIVITY	COST/SESSION (unless indicated)	MINIMUM AGE	MAXIMUM NO. OF PEOPLE PER SESSION	NO. OF PEOPLE	NO. OF SESSIONS	TOTAL COST	DATE (1st choice)	DATE (2nd Choice)	PREFERRED TIME
Archery	\$55	9	12						
Campfire Ring	\$25	–	–						
Climbing Wall	\$200	5	15						
Family Fun Night	\$4/person	–	–						
<b>Guided Hike</b>									
Up to 2 hours	\$50	–	14						
Up to 4 hours	\$80	–	14						
Up to Over 4 hours	\$150	–	14						
High Ropes	\$375	12	15						
Night Walk	\$35	–	20						
Orientation & Icebreakers	FREE	–	–						
<b>Team Building</b>									
3 hours	\$275	10	15						
1.5 hours	\$150	10	15						
Zip Line	\$400	12	20						

The following facilities are available for request October – May.

FACILITY	FEES	NO. OF PEOPLE	DATE (1st choice)	DATE (2nd choice)	PREFERRED TIME	SET-UP (please circle one)
<b>LONGHOUSE GYM</b>						
Half Gym	\$70/hour					Basketball Volleyball Open Space
Full Gym	\$120/hour					Basketball Volleyball Open Space
<b>ROLLER SKATING RINK:</b> (Comfortable for approximately 50 persons, skate sizes limited)						
	\$75/hour					

Notes:

# FUN ACTIVITIES & ADVENTURE FOR ALL AGES

Families and groups can choose from a multitude of activities and programs. Most are free, but some do require a small fee. For information, please call 970-586-3341, x1104 or e-mail: [estesparkcenter@ymcarockies.org](mailto:estesparkcenter@ymcarockies.org).

## Craft & Design Center Materials Fee

Choose from hundreds of children's and adult crafts, including tie-dye, jewelry, ceramics, woodcraft, mosaics and leather crafts. Additional summer offerings include basket making, silk painting and glass fusing. For more information call x1132.

## Family Programs

Our programs for families include a wide range of activities for all ages including nature programs, sports, games and much more. Most family programs are free.

## Fly Fishing (summer)

**Pre-registration required. Fees apply.**  
303-601-8617  
[sasquatchflyfishing.com](http://sasquatchflyfishing.com)

Sasquatch Fly Fishing offers half-day, full-day and overnight trips suitable for all levels, equipment included. Private trips are available for groups. Located in Sweet Memorial Building.

## Group Photos by Dill

**Reservation required. Fees apply.**  
[photosbydill.com](http://photosbydill.com)  
800-874-3455(DILL)

Professional photos for groups.

## Massage Therapy & Yoga [homegrownyoga.com](http://homegrownyoga.com). Fees may apply.

Professional massage therapy sessions and a variety of group and private yoga classes offered summer and fall only.

## Horse Activities

**Reservation required. Fees apply.**  
[jacksonstables.com](http://jacksonstables.com)

Explore the Rockies by horseback with the wranglers at Jackson Stables. Rides offered include short hour-long trips, breakfast rides, saddle bag lunch rides, group dinner rides and pony rides for "little cowpokes." For more information, please call x1140. During the winter season please call (970) 586-6748.

## Indoor Games

Our game room is located downstairs in the Sweet Memorial Building where you will find games, puzzles, a pool table, two ping-pong tables and foosball.

## Indoor Swimming Pool

Lifeguards are on duty at our 25-yard pool during scheduled hours. Locker rooms, showers and towels are provided. For more information call x1135.

## Longhouse Gym & Roller Skating Rink

Open fall, winter and spring for basketball, volleyball, shuffleboard and roller skating.

## Lula W. Dorsey Museum

The Museum features several period room settings and display galleries. For more information call x1136.

## Maude Jellison Library

We offer titles from the latest best sellers to old favorites, or enjoy the latest periodicals. Computers with WiFi access are available at no cost. For more information call x1133.

## Outdoor Fields & Courts

**Deposit required for some equipment.**

Enjoy tennis, a fitness track, sand volleyball, basketball, softball, horseshoes, soccer, Gaga Ball, 18-hole disc and miniature golf courses, and a 9-hole youth golf course. All fields and courts are on a first-come, first-serve basis.

## Playgrounds

Located throughout our grounds.

## Rapid Transit Rafting (summer)

**Reservation required. Fees apply.**  
[rapidtransitrafting.com](http://rapidtransitrafting.com)

Full and half-day rafting trips designed for both first-time and experienced rafters. Children older than 7 years who weigh at least 50 pounds are welcome. For more information call 800-367-8523.

## Summer Hiking Program

**National Park entrance fee required.**

Explore Rocky Mountain National Park with one of our experienced YMCA of the Rockies hiking guides. Easy nature hikes to more challenging hikes available. Visit [ymcarockies.org/activities/hiking.com](http://ymcarockies.org/activities/hiking.com) or call x1129 for more information.

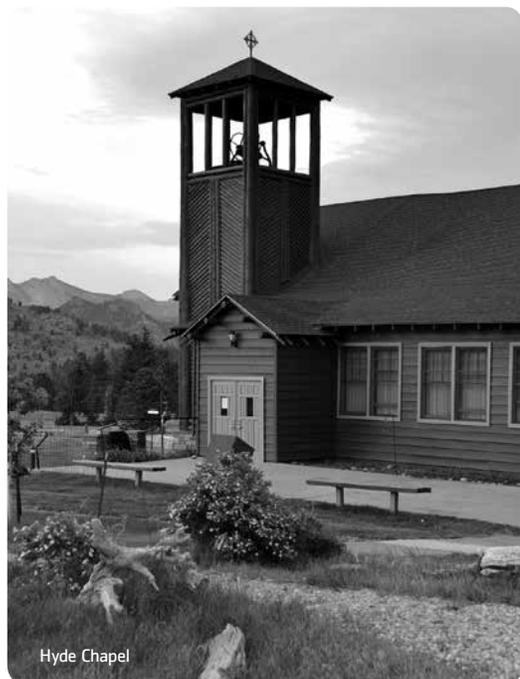


## FAITH-BASED PROGRAMS

Our Chapel Ministry offers year-round, on-site worship and spiritual programs for all staff and guests. Check our weekly program schedule, or contact the Chaplain to arrange a customized program for your group.

Services and programs include:

- Adventure Ministry
- Baptisms
- Bible Studies
- Communion Services
- Family Reunion Services
- Memorial Services
- Pastoral Care
- Vow Renewals
- Weddings



Hyde Chapel

### Hyde Chapel

Sunday Worship 10 AM, June–August  
Multi-denominational service

### Ponder Chapel

Sunday Worship 10 AM, September–May  
Multi-denominational service

### Legett Christian Center

Monday – Friday  
Christian Educational Experiences

### Summer Events

Campfire Worship, Christian Concerts and Events,  
Vespers Service and Communion, Weekly Bible Studies,  
Worship Hikes

For more information please contact the Chapel Ministry at 970-586-3341 x1012 or x1077. For weddings and catered events, contact our Event Coordinator at 970-566-3341 x1024.



## SUMMER DAY CAMP AT ESTES PARK CENTER

**Giving children a camp experience to remember!**

Our summer day camp offers children ages 3 to 18 a chance to experience horseback riding in the mountains, hiking and exploring trails, archery, splashing and playing in the pool, singing, creating crafts and more. Our highly-trained staff bring attention to the YMCA core values of caring, honesty, respect, responsibility and faith. We are proud to have our Day Camp Programs accredited by the American Camp Association which we earned by meeting or exceeding current camp industry standards.

### CAMP SCHEDULE

Monday – Friday (June through mid-August)

8:15 AM – 3:15 PM

Choose the days that fit your schedule. Before and after care is available, fees apply.

### CAMPER GROUPS

Bennett "Beavers": Ages 3–4

Specialty Camp (week-long): Grades 3–8

Traditional Camp: Grades K–8

Teen Camp: Grades 9–12

### REGISTRATION & FEE INFORMATION

To register for camp,  
view more information or  
download a Day Camp brochure  
please visit:

[ymcarockies.org/summer-day-camp](http://ymcarockies.org/summer-day-camp)

970-586-3341 x1280

[daycampepc@ymcarockies.org](mailto:daycampepc@ymcarockies.org)



BE A PART OF OUR  
PLAY, LEARN, SERVE, WORK PROGRAM  
AND BECOME A JR. RANGER.

# YMCA & ESTES PARK AREA INFORMATION

Below is a listing of some useful numbers and websites to help you in planning your visit with us.

## Airport

Denver International (DIA)  
800-247-2336  
flydenver.com

## Airport Shuttle

Estes Park Shuttle  
970-586-5151

To set up a discounted group rate call  
970-488-9950, or e-mail Gregg Rounds.

estesparkshuttle@aol.com  
estesparkshuttle.com

## ATM/Gift Shop/General Store

Administration Building  
970-586-3341 x1015

## Estes Park Visitor Center

800-443-7837

## Estes Park Events & Things to Do

800-443-7837  
visitestespark.com

## Chapel & Worship

Faith-based programs for families and  
groups of all ages.  
970-586-3341 x1012

## Computers

Computer stations are available in the  
library free of charge.  
970-586-3341 x1133

## Colorado Road Conditions

877-315-7623  
cotrip.org

## Craft & Design Center

970-586-3341 x1132

## Day Camp

970-586-3341 x1280  
ymcarockies.org/summer-day-camp/

## Firewood

May be purchased at the Sweet Program  
Building or Administration Building.  
970-586-3341 x1104 or x0

## Fly Fishing

Sasquatch Fly Fishing  
Summer: 970-586-3341 x1153  
Winter: 303-601-8617  
sasquatchflyfishing.com

## Golf Courses

Estes Park Golf Course (18-hole)  
970-586-8146  
Lake Estes Executive Golf Course (9-hole)  
970-586-8176

## Group Photos

Photos by Dill  
800-874-3455  
photosbydill.com

## Housekeeping / Lost & Found

Please remind family members or  
conference attendees to check their  
rooms for any personal items before  
checking out.  
970-586-3341 x1225

## Laundry

A coin-operated laundry is located in the  
lower level of the Longhouse Building.

## YMCA Library

Books for all ages. Check the program  
bulletin for offerings.  
970-586-3341 x1133

## Museum

970-586-3341 x1136

## Outdoor Education

Spring and Fall Programs are offered to  
school groups.  
970-586-3341, x1283  
For lodging: 800-777-9622

## YMCA Post Office

Located below the Walnut  
Dining Room.  
970-586-3341 x1124



## Rapid Transit Rafting

800-367-8523  
rapidtransitrafting.com

## Stables

Jackson Stables  
970-586-6748 (Winter)  
970-586 3341, x1140  
jacksonstables.com

## Medical

Estes Park Medical Center  
970-586-2317

## Rocky Mountain National Park

970-586-1206  
nps.gov/romo

## Ski Area

Eldora Mountain Resort  
303-440-8700  
eldora.com

## Snow Report

303-825-SNOW  
coloradoski.com

## Swimming Pool

970-586-3341 x1135

## YMCA Employment & Volunteering Opportunities

970-586-3341 x1032

## ADDITIONAL NOTES



Estes Park Center—YMCA of the Rockies  
2515 Tunnel Road  
Estes Park, CO 80511  
800-777-9622  
[ymcarockies.org](http://ymcarockies.org)