

An aerial photograph of Camp Hopewell. The image shows a large swimming pool at the top, a tennis court to its right, and a large building with a green roof in the center. A golf course is visible on the right side, and a smaller building with a brown roof is in the lower center. The camp is surrounded by dense green trees.

CAMP HOPEWELL RETREAT PLANNING PACKET

www.camphopewell.com



Established in 1949, Camp Hopewell has provided a place for respite & renewal for over 70 years. In June and July, our cabins are full of summer campers; however, through the other 10 months of the year, retreat groups are a core focus of Hopewell's ministry.

Many guests would never guess that we are just 15 minutes from downtown Oxford with the calm and quiet spaces that Hopewell offers. This close proximity makes it easy to also enjoy all that Oxford has to offer during your stay!

Our staff are committed to hospitality & welcoming all who enter the property into the Hopewell family. We offer wonderful food service, exciting programming, and comfortable accommodations for all ages!

WHO ARE WE?



OUR LODGING



McCorkle Cabin

Sleeps 16, \$280 per night

For all that we call 'rustic', our traditional cabins have the amenities of home. Our cabins are set up like duplexes. Each side has a separate restroom, vanity sink and shower. Each side is fitted with 4 sets of twin bunk beds, for a total of 16 beds.

Saunders Cabin

Sleeps 20, \$330 per night

Saunders is another 'rustic' cabin, much like McCorkle. Saunders is also set up like a duplex. Each side has a separate restroom, vanity sink and shower. Each side is fitted with 5 sets of twin bunk beds, for a total of 20 beds.



Kimmons Cabin

Sleeps 20, \$380 per night

Kimmons is a middle ground between a lodge and a traditional cabin. Set up like a duplex, both sides have a restroom, vanity sink, and shower. This cabin has 5 twin bunk beds on each side. It also has a kitchenette, which is shared between the two sides and serves as a pass through from one side to the other. The spacious screened in porch offers seating for 18. Cozy up by the fireplace, share a meal at the tables, or just enjoy the views of Lake Allen from the comfort of the porch.





Cornerstone Lodge

Sleeps 20, \$530 per night



Cornerstone has 4 bedrooms, with three lower and two upper bunk beds per room, for a total of 20 beds. The upstairs loft can be used as a small meeting space or for additional sleeping for up to 4 people. The large meeting room, complete with fireplace, will seat up to 60 people in theatre rows, or 48 at tables.

Outside is a large deck with a grill that can be used for additional small group meetings or just to relax on and enjoy the scenery.

For those groups who desire to prepare their own meals, Cornerstone Lodge is equipped with a full kitchen.

Spread out in Overlook Lodge. This is a spacious, 28 bed lodge, complete with five restrooms and four separate showers.

A refrigerator and microwave complete the 'mini-kitchen'. The large fireplace in the great room make meeting an enjoyable time. Outside you will be able to enjoy the view from our small lake, and take in a wonder view of our Lake Allen.

Overlook has direct internet access.



Overlook Lodge

Sleeps 28, \$530 per night



Burghen Center

Sleeps 13-14, \$355 per night



Bring your small group or retreat to the Burghen Center.

Wheelchair accessible, the Burghen Center features a suite with a queen sized bed, a vanity, and a private bathroom. Additionally there are two private rooms, each with a private bathroom; and two private rooms with a shared bathroom. All are triple occupancy, with one single twin sized bed, and one bunk bed.

The Burghen Center also has a full kitchen that can seat up to 12 people & features a small living room at the the front of building.

Our Treehouse cabin is located in the beautifully wooded Adventure Camp area, just beyond our lake. It is approximately a 1/2 walk mile from the Edwards Dining Hall and is near our Challenge Course area.

Two dorm-style bedrooms are located on each side, and are each equipped with a bathroom and shower. A central meeting space connects the sides and the three, separate outer decks can also be used for additional meeting space. Treehouse sleeps up to 24 people, 12 per side, with four bunk beds and four single beds.



Treehouse

Sleeps 24, \$380 per night

MEETING SPACES



O'dell Hall (seats 175)

\$105/day for overnight guests, \$200 for day-use only

O'dell Hall is a spacious 175-seat facility with a wrap-around deck that overlooks our beautiful Lake Allen. This building features a stage and restrooms, complete with a fireplace. This unique building offers you plenty of break-out meeting space, along with additional space outside for your group's needs. O'dell provides a great space for indoor recreation or as an assembly space.

The Hopewell Church (seats 125)

\$130/day for overnight guests, \$200 for day-use only

The Hopewell Church provides a central location for worship or assembly here at Hopewell. This lovely building, with its amazing acoustics and natural lighting, can be transformed to meet your needs - whatever they may be. With moveable seating, the possibilities are endless for what you can do with this space. It serves our camp well as a general meeting space for any type of group.



The Green Pavilion (seats 150)

FREE for overnight guests, \$125 for day-use only

As you turn into Camp Hopewell, the Green Pavilion is one of the first things you will see. The Pavilion is a covered, open air picnic shelter with easy access to the swimming pool, playing field, barbecue grill and restrooms. It is perfect for your next church picnic or family reunion. For overnight guests, the pavilion is offered on a first come, first served basis.



The Office (seats 30)

\$85 for overnight guests, \$105 for day-use only

The office space can be used for smaller group meetings. It can be set up with tables and chairs in conference style seating, or we can leave the comfortable furniture for your convenience. This building is equipped with internet access and coffee service.





Cornerstone Lodge's Meeting Room

Seats 50-60, \$280 per day

The meeting space of Cornerstone Lodge can be rented separately for groups looking to just be here for the day. When renting this space, you gain access to the kitchen, porch, bathrooms, and large meeting room. This space seats 50-60 in theater-rows, or 20-30 at tables.

Overlook Lodge's Meeting Room

Seats 30-40, \$255 per day

The meeting space of Overlook Lodge can also be rented separately for day-use groups. Along with the spacious meeting space, you'll have access to the bathrooms, back porch, and kitchenette equipped with a microwave, refrigerator, coffee maker, and sink. This space seats 30-40 in theater-rows, or 20 at tables.



ADDITIONAL FEES

Linens may be provided for any building at \$15 per set/bed.

Extra mattresses for the floor are available at \$10 each per night.

Outpost camping is available at a rate of \$10 per person per night.

Day-use/Non-overnight Guests will pay a \$5 per person per day fee.

Technology Fee for projectors, speakers, or microphones is \$50.

A 10% discount will be given to members of St. Andrew Presbytery.

Receive a 5% discount when booking 9 months prior to the retreat (discount is given once 10% deposit has been received, and only if deposit is paid 9 months prior to retreat.

All facilities have air-conditioning & heating, except for O'dell, which has only heat. For more pictures of facilities, visit our [website](#).



PROGRAMMING



Swimming

A Certified Staff Lifeguard is provided for every 25 people (minimum 2 lifeguards). Participants must have a certified Hopewell staff lifeguard at all times and all posted safety regulations must be followed.

Up to 25 people	\$75 per hour
26 - 50 people	\$100 per hour
51 - 75 people	\$125 per hour
76 - 100 people	\$150 per hour



Canoeing/Kayaking

Participants must have a certified Hopewell staff lifeguard. PFD's are required at all times & all posted safety regulations must be followed. Please note that swimming is NOT permitted in the Hopewell lake.

Up to 25 people	\$75 per hour
26 - 40 people	\$100 per hour



Challenge Course

Low Challenge	\$15 per person per half day
High Challenge	\$20 per person per half day
Zip line	\$20 per person per half day
High Challenge & Zipline	\$30 per person per half day

Minimum charge for challenge course is for 12 people. Authorized Staff Leadership is required for use of any Challenge Course Activity. Half-day is 9AM - 12 PM or 1 PM - 4 PM.



Hey! Ride

Approximately 40 people

\$75 per hour



Shady Chute

Approximately 40 people

\$75 per hour



Archery/Slingshot

Hourly max of 30 people

\$75 per hour



Other Programming

Such as arts & crafts, recreation, led hike

\$75 per hour (plus expenses)

Free Options *(not facilitated by Hopewell Staff)*

Hiking

Labyrinth

Backyard Games

Fishing

Swings

Basketball Court

Soccer/Playing Field

Gaga Ball

4-Square

Frisbee

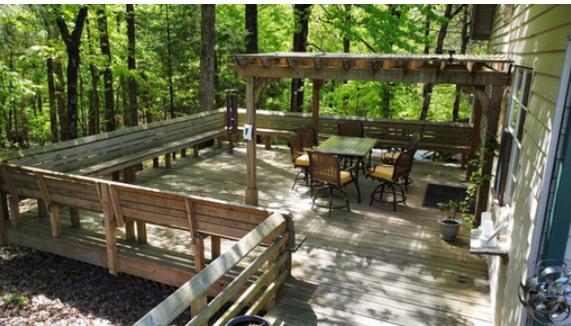
Bonfire

Outdoor Worship Centers

All amenities above are free for overnight guest use (can also be reserved for non-overnight guests, with the Day use fee). For bonfires, please make arrangements with Hopewell staff prior to arrival.

FOOD SERVICE OPTIONS

Our Foodservice Director provides fabulous meals tailored for groups of all sizes & ages! We are happy to accommodate most allergies & dietary restrictions, as long as they are submitted on the Camp Hopewell Allergy Form 14 days prior to the retreat.



Meals	Adult	Child (4 - 10 with parent)
Continental Breakfast	\$6	\$3
Breakfast	\$9	\$5
Lunch/Supper	\$10 or \$12	\$6 or \$8
Snack (Ex. Drink, Savory bag, Fruit)	\$3	\$3
Salad Bar (Lunch/Supper)	\$2	\$2

All prices listed are per person.

Breakfast Options (\$9 per person)

All breakfast options are served with Beverage, fruit, yogurt, and cereal assortment.

Traditional Option:

1 bread + 1 meat + 1 side + scrambled eggs

Casserole Option:

Choice of casserole + 1 meat + 1 side

Meat Options: Link sausage, sausage patties, or bacon* (*Add \$1 per person for bacon)

Bread Options: French Toast, Pancakes, Biscuits, Muffins, Bagels

Sides: Grits, Hash browns, Oatmeal

Casseroles: French toast, Eggs + Sausage, Frittata, Sausage Casserole, Eggs + Veggie

Lunch / Supper Options (\$10 or \$12 per person)

Choose an entrée + 2 sides + choice of bread + dessert

Entrees (\$10)

Chicken Caesar Salad
Hamburger
Tacos
Taco Salad
Pizza
Spaghetti + Meat Sauce
Chicken or Steak Philly Cheese Sandwich
Chicken Strips
Chicken + Bacon + Ranch Wraps
Chicken Salad Sandwiches
Soup + Sandwich

Soup Choices:

Veggie, Tomato, Broccoli Cheese,
Chicken Noodle, Potato, Taco

Sandwich Choices:

Cold Cuts
Grilled Cheese

Sides (Choose 2)

French Fries, Sweet Potato Fries, Chips,
Baked Potato, Mac & Cheese, Rice,
Green/Black/Pinto Beans, Coleslaw,
Broccoli/Cauliflower (Roasted or Steamed),
Pasta Salad, Potato Salad, Tossed Side Salad,
Broccoli Salad, Mashed Potatoes & Gravy

Entrees (\$12)

Marinated Baked Chicken
Honey Mustard Chicken
Pork Tenderloin
Baked Ziti
Poppyseed Chicken
Beef or White Chicken Chili
Blackened Chicken Alfredo
Lasagna
Chicken Pot Pie

Bread Choices:

Dinner Roll
Garlic Bread
Cornbread

Beverage Options:

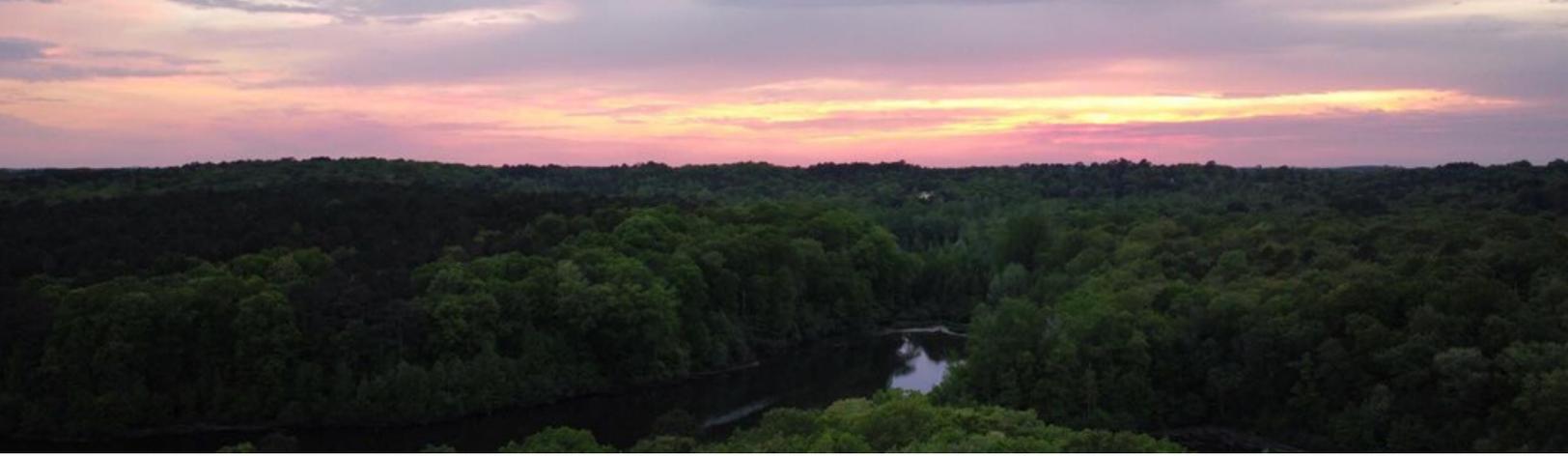
Tea (sweet/unsweet)
Kool-Aid or Lemonade

Desserts

Cake
Cookies
Brownies
Cobbler + Ice Cream
Banana Pudding
Fruit + Whipped Topping

Menu choices are allowed to be made by the first group to book their retreat (after the 10% deposit has been received). If the first group chooses a premium meal choice, subsequent groups will be informed upon booking & required to either opt for the premium option or do foodservice on their own in a different space.

Food is available for 30 minutes after the beginning of the meal. The Dining Hall will be closed in between meals. The Dining Hall is not available for separate rental use.



GUEST POLICIES

Thank you for considering Hopewell as the site of your retreat! Please contact us if you have any questions about accommodations or services available. We are happy to serve you and glad to help provide the best possible event for your group. Once you have decided on an ideal date, accommodations, and food service or programming options, reach out to us so we can discuss your needs. We will send you a reservation agreement listing the dates and services you have requested. Your reservation is confirmed when you have signed and returned the a copy of your reservation agreement, along with a 10% non-refundable deposit.

Fees, Refunds and Cancellations

A current rate sheet is enclosed with this packet. **A non-refundable, non-transferrable 10% deposit is required to hold your reservation on our books and should be paid upon receipt of your reservation agreement.** This fee is applicable toward your total rental fee. The balance of the entire rental fee should be received in our office 10 days prior to your reserved arrival date. We ask that you guarantee your reservation numbers with us 14 days prior to arrival, to give our office staff time to adjust your invoice as needed.

We will guarantee food service for up to a 10% increase in the number of guests for which you have reserved and you will be billed accordingly. We will adjust your billing up to a 10% decrease in the number of guests for meal cancellations, but you will be charged in full for any meal cancellations beyond 10%. No additional refunds (such as on lodging) will be made for cancellations that occur within this 10-day period.

We're glad for you to use the buildings, property or equipment as reserved. However, deliberate damages such as graffiti or unnecessary discharge of fire equipment are costly to repair. Any damages beyond normal wear and tear will be billed to you at a minimum of \$100 (for each incident) to cover repair costs.

In the event that Hopewell must cancel your reservation due to fire, natural disaster, or other acts of God you will be notified as soon as possible and given the option of rescheduling your event or receiving a full refund less the initial deposit.

ONCE YOU ARRIVE..

Check in/check out

- Check in procedures will be communicated to you by our Registrar prior to arrival.
- “Check in” time for overnight accommodations is after 1:00 p.m.
- “Check out” time for overnight guests is 11:00 a.m.
- A member of our staff will provide a brief orientation to Hopewell’s safety procedures and hospitality guidelines soon after your arrival.

What to Bring

- Comfortable walking shoes and clothes are appropriate camp attire.
- Evenings may be cool or cold in winter and rainstorms come unexpectedly, so pack well and be prepared.
- Overnight guests should bring towels, twin-size bed linens, pillow, and blanket unless linen service is requested.
- A flashlight will come in handy.

Maintenance

- We ask that you help our staff by putting away any recreation equipment after you use it, throwing away trash, and keeping your spaces clean during your stay. These small efforts will help us keep our reservation rates low, and allow us to offer recreation options for free.
- Maintenance problems, repairs, or supply needs should be reported to the directors so that we may serve you better. You can report non-urgent maintenance needs at camphopewell.com/maintenance or by scanning the QR codes in your spaces. Please call your host or site director, Robert Hall, at 662-801-4792 for urgent maintenance needs.

For guests being served meals:

- We are happy to accommodate most dietary restrictions as reported on your allergy form two weeks prior to your arrival date.
- Assist the kitchen staff by clearing tables as needed.
- Regular meal times are Breakfast- 8:00AM, Lunch- 12:00PM, and Supper-5:30PM.
 - We are happy to adjust meal times to better suit your schedule when able. Communicate this as soon as possible, so we can see if we can make it work!

For Guests doing Challenge Course:

- Be sure all participants have completed and signed the “Challenge Course Informed Consent” form provided with your reservation confirmation.
- If the form is misplaced it can be found [here](#).
- You may copy this form as needed.
- Remember to bring the completed forms with you to Hopewell.
- Make sure all participants bring appropriate footwear (shoes must have backs) and either pants or long shorts.

Smoking is not permitted inside any of the buildings. Smokers are asked to use outside porches for this purpose and dispose of used materials in trash receptacles. Please refrain from smoking in the presence of nonsmokers and children when they are on site. If it is found that a group member smoked inside of buildings, the group will be responsible for a cleaning fee of no less than \$100.

Written procedures for handling emergency situations are posted in each building for your information and safety. A courtesy telephone is available at the office building just inside the main door. Please keep calls brief. Emergency phone calls may be received on this line which is the office number for the Site and Program Directors’ office (662) 236-4411 or at the main Administrative Office phone # (662) 234-2254. Personal long distance calls are not to be charged to the camp phone.

Meeting rooms will be assigned according to your group size and program needs. You are provided one meeting space with your overnight reservation. Additional meeting space may be reserved at the building rental rate and on a space available basis. Small groups, not using all facilities, may need to coordinate activities with other guests.

Activities for youth must be supervised at all times by adult members of the group. All youth groups must be accompanied by adult chaperones who will stay the entire time and will live in the cabins with the youth. **The required minimum ratio is as follows:** 1 adult to 6 youth for ages 6–9, 1 adult to 8 youth for ages 10–13 and 1 adult to 10 youth for ages 14+. Hopewell recommends that all chaperones ages 18 and older be screened according to American Camp Association standards. For more information, check out the ACA website at www.acacamps.org or call us at (662)234-2254.

In the event of emergency, accident or illness of any person, detailed reports will be filed on forms provided by the camp. Please gather the following information on all members of your group: name, address, emergency contacts, allergies or other health conditions requiring care or accommodation, and for minors without a parent on site, signed permission to seek emergency treatment. Your cooperation is appreciated.

First aid treatment, supplies and emergency transportation are not provided by Hopewell and are the responsibility of each guest group. There is an AED provided by the camp for use which is located inside the camp office. If there is a medical emergency, please call 911. Costs are the responsibility of the individual.

Accident and illness insurance for guests is not provided by Hopewell and is the responsibility of each group or individual. User groups that carry their own commercial insurance shall supply a certificate of insurance with General Liability limits of at least \$1,000,000 naming Presbytery of St. Andrew – Camp Hopewell as additional insured. This certificate of insurance should be returned with your reservation agreement. We advise guest groups to provide adults with current CPR certification, and additionally, for youth groups, current First Aid certification, to be on duty for emergency care.

Please report any intruder or suspicious unidentified person to the Directors immediately. If there is immediate danger, please call 911.

Ongoing maintenance of facilities is the responsibility of Hopewell. Camp Hopewell staff retain the right of entry to all facilities for any reason at any time.

Build campfires and cookouts only in designated areas. We will be happy to assist you in locating an appropriate area for your fire. Split wood is normally available for fireplaces.

Alcoholic beverages are not permitted on the camp property at any time due to the nature of the guests we serve which include many children, youth and others who would find its use inappropriate. For your safety and the safety of other guests, groups are not permitted to have firearms on camp property. **Possession or use of illegal drugs is also prohibited.**

If you plan to bring any personal sports equipment, please make arrangements in advance to assure safe storage and handling for everyone's protection. For the safety of your pets and our guests, please leave pets at home.

Please use designated parking areas for vehicles and observe the 6 mph speed limit on camp property. For your safety, guests are requested to walk to the side of the road when vehicles approach. Hopewell does not permit the transportation of persons in non-passenger vehicles and requests guests' cooperation with this policy. This means persons shall not ride in the back of any pickup truck or ride while hanging on to the back or side of a golf cart, gator, or tractor.

Passengers participating in "Hey! Rides" must remain seated at all times on the floor of the wagon.

For the safety of our guests, wheelchairs in aquatic areas are not permitted beyond indicated boundaries. For your convenience, a designated boundary is marked at the pool. Wheelchairs are not permitted on docks or lake shores. A guest should be assisted and removed from his or her wheelchair in order to safely participate in activities in any aquatic area. If you have a member of your group in a wheelchair that would like to participate in aquatic activities or if you need further assistance accommodating a participant in a wheelchair, please notify a director and we will be happy to assist you.

Be aware that during periods of sustained cold weather when the lake freezes over, walking on ice out in the lake is not permitted.

Hopewell asks that you respect our neighbors by **decreasing the volume of activities after 10PM.** Please plan your schedule around these requested quiet hours.

Fiber Wi-fi is available in most buildings including the Church, Dining Hall, Burghen Center, Office space, Cornerstone, Overlook, and Kimmons. Saunders and McCorkle cabins receive little internet from the office space. O'dell and Treehouse have no internet connectivity at this point. The passwords for all networks are 6622364411



NEXT STEPS



Thank you!

Ready to get on the books?

Reach out to us to get a reservation agreement. You're officially on the calendar once we receive a signed confirmation agreement & your 10% non-refundable deposit.

You can submit an inquiry [here](#).

**WE CAN'T WAIT TO WELCOME
YOU TO HOPEWELL!**

info@camphopewell.com

662-234-2254

www.camphopewell.com

10 QUICK AND EFFECTIVE KEYS TO SUCCESSFUL RETREATS

01

Start Planning Early – Make reservations between three months and up to one year in advance. Choose your first, second, and perhaps third choice for dates. Involve some of the proposed participants in setting goals and planning activities. They know their own needs and can be your best recruiters. Set realistic goals for the number of participants.

02

Identify Your Purpose – Decide what issues, needs or subjects will be addressed at the retreat. What will be gained by those who attend the retreat?

03

Plan Activities – Make sure planned activities fit the purpose. If time for personal reflection is needed, schedule accordingly. If improving cooperation and communication are objectives, you may want to arrange for some team building or low challenge elements.

04

Know the Place – Visit Hopewell some of the planning team. The setting will suggest many ideas. Our staff will give you a tour and brainstorm ideas with you, if needed. Ask about special services like Hey! Rides, bonfires, challenge course, canoeing, etc....

05

Budget Carefully – Your budget should include such as:

- Site costs for room, food and other services as reserved.
- Honorarium and expenses for outside leadership and program supplies.
- Give-a-ways. (T-shirts or other mementos of the retreat)
- Add 10% for unexpected expenses or seed money for the next retreat.
- Determine and communicate your policies about refunds and cancellations.
- Determine your policy about scholarships.

06

- **Promote the Event** – Promote your event by direct communication with the people who will benefit from attending. Well in advance:
- Line up persons to call and invite potential participants.
- Prepare a fun promotional skit for an assembly, church supper, or worship.
- Hand out and mail invitations with application forms.
- Announce the retreat weekly until all spaces are full.
- Do not cancel because of low numbers. Do the retreat with the remnant and make sure they have the time of their lives. They will come back so excited everyone will wish they had been there.

07

Resources – Plan and gather resources early & continue right up to the event. There will likely be surprises during the retreat, so plan to be flexible, but don't lose sight of the goals.

08

Creativity – Be creative with your program, but maintain some traditions which are meaningful to participants.

09

Evaluation – Plan and prepare an evaluation process. How well were goals met? What was especially meaningful? What could be done better next time?

10

Your Next Retreat – Start planning your next retreat now. Reserve space soon, as many prime weekends book more than 9 months in advanced.