

3 MONTH GROUP UPDATE

This form must be submitted **THREE MONTHS** prior to your arrival date!

Final Payment is expected at the time your group is here.

Your bill will be **based on the actual number of people who attend**, but no less than 80% of the number on this Group Update form!

The numbers given on this form will override the numbers as reported on your Contract

(If this update form is not submitted, we will then charge no less than 80% of the number of Adults as listed on your Group Contract.)

Fax to: 570-595-0328 or

Mail to: Spruce Lake Retreat, RR 1 Box 605, Canadensis, PA 18325-9749

DATE of Arrival _____	TIME: _____	DATE of Departure _____	TIME: _____
Group Name _____			
Contact Person _____		PH# _____	
<i>If your group's contact person has changed, or the address is not correct, please make changes here. (Give this Group Update and all original papers to the new contact person.)</i>			
Name of New Contact Person _____			
Correct Address _____			
Home Phone # _____		Work/Church Phone # _____	
Email address _____			

NUMBER OF PERSONS: *** Youth groups are considered Adults; Children are DEPENDANTS only staying in room with parents.*

We expect the # of persons in our group to be _____ Adults _____ Children (12+) _____ Children (6-11) _____ Children (0-5).

CHANGES IN LODGING REQUIREMENTS:

Our numbers have changed from our last estimate. *Therefore, we want to change the number of rooms reserved.*

Please add _____ rooms, (and _____ campsites) to accommodate the extra persons as noted above.

Please cancel the following rooms (or campsites) _____ *(Please provide Rm #'s)*

- We understand that we may increase the number of rooms we have reserved if they are available.
An additional deposit may be required if we substantially increase the number of rooms we have reserved.
- We understand that we will need to provide our own transportation between the Main Retreat Center and the **Wilderness Camp** and/or the **Lodges**, if reserving these locations.

(Please note that these locations are within one mile of the main Retreat Center and are accessible via trails through our wooded areas.)

We Request the Following Snack(s): (to be provided by Spruce Lake Retreat and served in our meeting room)
(Please note that snacks are only available from Labor or Day thru Memorial Day)

Snack # (see rate sheet) _____ **Day we want snack:** _____ **Time** (not later than 10:00pm) _____

Snack # (see rate sheet) _____ **Day we want snack:** _____ **Time** (not later than 10:00pm) _____

ADVENTURE PROGRAMMING:

*You SHOULD request any Programming services not in your contract BY PHONE at this time!
If you are interested, please call to request these ASAP. (See the Building Memories brochure for information on:
Adventure Challenges, Naturalist Programs, Wagon Rides, etc)

Other Requests: *You will be provided opportunity to reserve Gym time and equipment such as overheads, etc.
or other services on your 3 Week Final Group Report. (these may be requested earlier)

Your Signature here indicates that:

(1) you have reviewed your Group Contract and made all the necessary changes on this Group Update;

(2) you will return the upcoming Final Group Report by the date as listed at the bottom of your Contract.

_____ Signature

_____ Date