

# Lake Doniphan

CONFERENCE AND RETREAT CENTER  
12856 Doniphan Lake Road Excelsior Springs, MO 64024  
(816) 630-1523 Fax (816) 630-2224 www.lakedon.org

## RETREAT CENTER STANDARDS

*In order for Lake Doniphan to provide a retreat setting of peace and natural beauty, we ask all participants to note the following:*

1. As a retreat center, we do not offer housekeeping services to our guests. We hope that the beauty and serenity of the grounds compensates for any missed amenities you might be offered at a hotel.
2. If you are sharing the facilities with another user group, we ask that you be respectful of each other's activities, and abide by the times your group has been scheduled for a particular activity, location or meeting room. Please observe quiet hours after 10 p.m. if another group might hear you and be disturbed.
3. Events involving young people must be well supervised. Please supply at least one adult for every 10 teenagers, and at least one adult for every six to eight elementary or middle school-aged children. At all times it is the responsibility of the user group director to maintain appropriate participant behavior. Children are NOT to run around the grounds or dining hall unsupervised. NOTE: Please do not use duct tape on any surface.
4. Rates quoted are for package reservations; deductions are not made for individuals who miss meals. Please keep a record of how many stayed overnight, and how many were day-only participants.
5. We often have support groups or recovery groups meeting here. Most of these groups wish to keep the nature of their retreat confidential. For this reason, we ask that you remind your participants not to question other groups as to the type of event or group to which they belong. We ask each group to respect the other's privacy.
6. Not allowed:
  - a) Smoking or the use of tobacco products is not allowed inside any building. There are sand buckets outside main entrances to the buildings.
  - b) No pets or personal animals of any kind except certified seeing eye or hearing dogs with papers.
  - c) Alcoholic beverages are not permitted except for sacramental purposes.
  - d) Firearms, explosives or fireworks are not allowed on the grounds.
  - e) Duct tape or scotch tape are not to be used on any surface.
7. If more than one group is here, the Dining Room is a public area with groups coming through for meals and snacks throughout the day or evening. (Each group is expected to clean up after itself.) To allow for meal preparation and cleanup, the dining room is off-limits for one hour before and one hour following each meal.
8. The Lake Doniphan staff provides meals and a major portion of the cleanup. Guest groups are asked to provide volunteers to help serve, wipe off tables and chairs, and sweep the floor as needed. Please have about 10% of your number report to the kitchen 5 minutes before each meal.
9. Everyone must wear shirts and swimsuit cover-ups in the dining hall, and shoes or sandals at all times.
10. If linens have been provided, please remove them from the beds and bathrooms and place them in the hallway prior to departure. Please stack tables and chairs in all meeting rooms before you leave.
11. Shuttle service from the Kansas City International Airport may be arranged with 24-hours notice through Paul's Shuttle Service at (816) 916-7707 or (816) 630-7496.
12. There is a telephone and answering machine for incoming messages in the Main Lodge in the upper north hallway. This number is 816-630-3206 (KC metro line). Please publish this number in advance. There are phones in each lodge for returning calls. The Main Lodge has wireless internet service and 9 plug-in ports.

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TWO-NIGHT WEEKEND RESERVATION CONTRACT

USER GROUP: \_\_\_\_\_ EVENT DATE(S) \_\_\_\_\_

NATURE OF GROUP/EVENT \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS \_\_\_\_\_

E-mail: \_\_\_\_\_

PHONE: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_ (Fax) \_\_\_\_\_

ARRIVAL (DATE / DAY / TIME): Leaders \_\_\_\_\_ Participants \_\_\_\_\_

DEPARTURE (DATE / DAY / TIME): Leaders \_\_\_\_\_ Participants \_\_\_\_\_

PROJECTED NUMBER OF GUESTS: \_\_\_\_\_

WEEKEND RATE: \$119 per person with 4 meals/ \$70 per child 5-12 years, on family retreats, sleeping in same room as parents. Based on double occupancy or more. Groups wishing to bring their own sheets and towels can reduce their rate by \$3 per night or \$6.00 for the weekend. (\$113 pp/\$62 per child) There is no charge for children 4 years and under.

One-night/3-meal rate: \$72 pp/ \$53 per child. If group brings their own linens: \$69 pp/\$50 per child.

Minimum usage fee of \$2400.00 per overnight group. Your final bill will be either this minimum fee or your actual charges, whichever is greater. Please keep a copy of this contract for your records.

INCLUDES: Lodging, bed & bath linens, meals, use of AV equipment and selected meeting room(s) appropriate to your numbers, full grounds use including recreation areas & equipment as scheduled, outdoor pool & lakes (seasonal). Additional meals/special requests/snacks available for an extra charge.

Lake Doniphan must receive a certificate of insurance before your event. This can be either commercial general liability or event general liability, covering bodily injury, personal injury, advertising injury, property damage, automobile liability and sexual abuse & liability coverage for events involving children. Lake Doniphan must be named an Additional Insured on each policy/certificate for your event date(s).

TERMS OF AGREEMENT: Your reservation is not confirmed until we have received this completed form and your 10% DEPOSIT and you have received a letter of confirmation from us.

A pre-payment of an additional 40% is normally due 60 to 90 days in advance of your event. Your preliminary guaranteed minimum number of participants is also due at this time. This is the minimum number for which we will prepare and for which you will be charged. Usually increases are no problem, but please call to confirm availability. Final charges will be for the final minimum number you give us 14 days beforehand, or the actual count, whichever is higher.

Payment in full for the guaranteed minimum number is to be made on or before your arrival at the retreat center. You will be invoiced for any additional charges, balance due within 15 days.

CANCELLATIONS: If you cancel more than 120 days before your event, your 10% deposit will be refunded. Cancellations less than 120 days before the event will forfeit the 10% deposit. Cancellations less than 90 days prior to event will forfeit the 40% pre-payment, unless we can book an event of equal size to take your place, or you reschedule and conduct your event within 6 months of the original event date. Fees paid will be retained for 6 months after the originally scheduled event date to be applied to a future event conducted within the 6-month period. After 6 months all fees paid and not used are forfeited.

ESTIMATED TOTAL \$ \_\_\_\_\_ 10% DEPOSIT \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

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**FACILITIES RESERVATION REQUESTS**

NAME OF GROUP: \_\_\_\_\_ EVENT DATE(S) \_\_\_\_\_

**MEETING ROOM RESERVATION REQUESTS:**

- \_\_\_ Lower Lodge: Please indicate times needed \_\_\_\_\_
- \_\_\_ Mini-Conference Center: Indicate times \_\_\_\_\_
- \_\_\_ Mini-Lodge North common room: Times \_\_\_\_\_
- \_\_\_ Mini-Lodge South common room: Times \_\_\_\_\_
- \_\_\_ Tabernacle: Times \_\_\_\_\_
- \_\_\_ Upper Building A: Times \_\_\_\_\_
- \_\_\_ Building B: Times \_\_\_\_\_
- \_\_\_ Building C: Times \_\_\_\_\_
- \_\_\_ Building D: Times \_\_\_\_\_

**AUDIO VISUAL EQUIPMENT RESERVATION REQUEST:**

- \_\_\_ Overhead Projector – Times: \_\_\_\_\_ (no charge)
- \_\_\_ TV/VCR -- Times: \_\_\_\_\_ (no charge)
- \_\_\_ Tape/CD player – Times: \_\_\_\_\_ (no charge)
- \_\_\_ Podium with microphone – Times: \_\_\_\_\_ (no charge)
- \_\_\_ Projection Screen – Times: \_\_\_\_\_ (no charge)
- \_\_\_ Flip chart stand, markers – Times: \_\_\_\_\_ (no charge)
- \_\_\_ Flip chart pad of paper – \_\_\_\_\_ (\$20.00, goes with your group at end of event)

**RECREATIONAL AREAS/EQUIPMENT RESERVATION REQUEST:**

*Please fill out this section only if you have an organized activity or contest for an exact time, when sharing with another group wouldn't work.*

- \_\_\_ Lower Building A (ping pong, shuffleboard) – Times: \_\_\_\_\_
- \_\_\_ Volleyball/Basketball court -- Times: \_\_\_\_\_
- \_\_\_ Waterfront (canoes, paddleboats) – Times: \_\_\_\_\_
- \_\_\_ Campfire (Circle site: Main, The Point, Concrete Pad, or Other) Times \_\_\_\_\_
- \_\_\_ Swimming Pool (summer only) -Times: \_\_\_\_\_
- \_\_\_ Horseshoes -- Times: \_\_\_\_\_
- \_\_\_ Archery – Times: \_\_\_\_\_
- \_\_\_ Challenge Course (with certified leader only) Times: \_\_\_\_\_
- \_\_\_ Youth Pavilion -- Times: \_\_\_\_\_

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**MEETING ROOM & A/V RESERVATION REQUESTS**

**LOWER MAIN LODGE:** This area will seat up to 200 people or can be divided into four smaller breakout rooms which will accommodate 20 to 30 people each, with podium and microphone. The lower lodge features a big-screen TV, sound system, stone fireplace and large windows overlooking the lake.

**MINI CONFERENCE CENTER:** This building provides a meeting area for up to 40 people. Includes a kitchenette, fireplace and podium with microphone.

**MINI-LODGE GREAT ROOMS:** Each mini-lodge has a common room which can seat up to 64 people, with a stone fireplace, kitchenette and windows overlooking the upper lake.

**UPPER BUILDING A:** The upper level of this building provides meeting space for up to 90 people in heated and air conditioned comfort, including a brick fireplace.

**TABERNACLE:** This meeting area can seat up to 350 people, has its own stage and sound system, and is open to the scenery on two sides.

**BUILDINGS B & C:** These meeting areas are suitable for warm weather meetings of up to 30 or 40 each. Upper Building B is equipped as a nursery.

**MEETING ROOM RESERVATION REQUEST:**

\_\_\_ Lower Lodge: \_\_\_ breakout room(s): 1 \_\_\_ 2 \_\_\_ 3 \_\_\_ all \_\_\_

Please indicate times needed: \_\_\_\_\_

\_\_\_ Mini-Conference Center: Indicate times: \_\_\_\_\_

\_\_\_ Mini-Lodge great rooms: North \_\_\_ South \_\_\_ Times: \_\_\_\_\_

\_\_\_ Tabernacle: Times \_\_\_\_\_

\_\_\_ Upper Building A: Times \_\_\_\_\_

\_\_\_ Building B: Times \_\_\_\_\_

\_\_\_ Building C: Times \_\_\_\_\_

**AUDIO VISUAL EQUIPMENT RESERVATION REQUEST:**

\_\_\_ Overhead Projector – Times: \_\_\_\_\_ (\$20.00 per day)

\_\_\_ Flip chart pad of paper – \_\_\_\_\_ (\$20.00, goes with your group at end of event)

\_\_\_ TV/VCR -- Times: \_\_\_\_\_ (no charge)

\_\_\_ Tape/CD player – Times: \_\_\_\_\_ (no charge)

\_\_\_ Podium with microphone – Times: \_\_\_\_\_ (no charge)

\_\_\_ Projection Screen – Times: \_\_\_\_\_ (no charge)

\_\_\_ Flip chart stand, markers – Times: \_\_\_\_\_ (no charge)

**NAME OF EVENT:** \_\_\_\_\_ **EVENT DATE(S)** \_\_\_\_\_

## **FOOD SERVICE**

Your enjoyment of the food served at Lake Doniphan is of prime importance to us. Our guests consistently rate our food service highly.

Special menus and dietary restrictions can be noted on the Food Service Request Form in the contract package. We prepare one entrée per mealtime as well as a vegetarian or vegan alternative, if requested in advance.

The beverage bar is available on a 24-hour basis.

We can also provide refreshments for your group. Cost: \$1 per person per snack session and up.

Additional or special meals are available for an extra fee.

Lake Doniphan also offers full-service banquets with upgraded menu choices, table linens, and china place settings.

All meals are served in the Main Lodge dining room. Groups may select mealtimes within these windows: Breakfasts 7:00 a.m. to 9:00 a.m., Lunches 11:30 a.m. to 1:30 p.m., Dinners 5:00 p.m. to 7:00 p.m.

Your event director or planning committee chooses the meals for your event. If another group is here at the same time, we work at cooperatively creating the menus together. When we have more than one group here, mealtimes are staggered by a half-hour and tables are assigned so that groups may eat together.

For health and liability reasons, we do not allow groups to use our kitchen to prepare food. The Lake Doniphan staff provides all meals and a major portion of the cleanup. Guest groups are asked to provide volunteers to help serve and to wipe off tables and sweep the floor. (Groups may also pay extra to have these duties done for them by prior arrangement.)

## BREAKFASTS

*Cold cereals and oatmeal or cream of wheat served with all breakfasts.*

**B1**  
**BISCUITS & GRAVY**, Scrambled Eggs, Hashbrowns, Fruit

**B2**  
**BREAKFAST CASSEROLE**  
Fresh Fruit

**B3**  
**FRENCH CONTINENTAL BREAKFAST**, Fruit

**B4**  
**PANCAKES, SAUSAGE**, Bacon & Eggs, Fruit

**B5**  
**BREAKFAST BURRITO**, Salsa, Hash Browns, Fruit

**B6**  
**BACON & EGGS**, English Muffin, Potato Smiles, Fruit

**B7**  
**FRENCH TOAST**  
Ham and Fruit



## LUNCHES

*Salad Bar and Dessert offered with all lunches and dinners.*

**L1**  
**CHICKEN STRIPS**, Mashed Potatoes & Gravy

**L2**  
**DELI SANDWICHES & Fixings**, Chips, Soup, Watermelon, Brownies

**L3**  
**CHEESEBURGER OR HOT DOG**, Fries, Cookies, Fruit

**L4**  
**BAKED POTATO BAR** with toppings, Cinnamon Roll, Fruit

**L5**  
**HAM & CHEESE POCKETS**, Tater Tots, Italian Slaw, Fresh Fruit

**L6**  
**TACO SALAD OR WRAP**, Cilantro Rice or Mexican Rice, Beans, Churros

**L7**  
**PULLED PORK BBQ SANDWICH**, Corn Cobettes, Baked Beans, Peach Cobbler



## DINNERS

*Salad Bar and Dessert offered with all lunches and dinners.*

**D1**  
**BAKED ZITI W/MEATBALLS**, Italian Veggies, Garlic Bread, Fruit

**D2**  
**SWEET & SOUR SHRIMP** or General Tso Chicken, Fried Rice, Noodles, Broccoli, Fruit

**D3**  
**TUSCAN CHICKEN**, Garlic Buttered Pasta, Italian Salad, Breadstick, Fruit

**D4**  
**SOUTHWEST BAKED CHICKEN**, Chipotle Potatoes, Fruit Cobbler

**D5**  
**PARMESAN-CRUSTED CHICKEN BREAST**, Wild Rice Pilaf, Vegetable, Roll, Fruit

**D6**  
**SPAGHETTI w/Meat or Alfredo Sauce**  
Italian Veggie, Breadstick, Luigi's Sherbet

**D7**  
**POT ROAST w/Basil-Roasted Potatoes**, Glazed Carrots, Hot Roll, Cinnamon Apples



*Your group may request wheat breads, rolls, wraps or buns instead of white.*

