



Day Retreat Request

Buffalo Ridge Hospitality & Retreat Center



Please contact our office for available retreat dates before submitting a retreat request form. Please fill out the following and return to the address on the back. This will help us understand your expectations and know how we can best serve you. Filling out this form does not guarantee a reservation until confirmed by our office.

Name of Church/Organization _____

Address _____

City, State, Zip _____

Contact Person _____

Telephone Number _____

E-mail _____

How did you hear about Buffalo Ridge? _____

Retreat Information:

Date of retreat: _____

Approx. Arrival Time: _____ Approx. Departure Time: _____

Number of people attending retreat: _____

How many vehicles will you be bringing? _____

Meals:

Please indicate meals you would like provided			
<input type="checkbox"/> Breakfast	No. Served _____	Time Served: _____	
<input type="checkbox"/> Lunch	No. Served _____	Time Served: _____	
<input type="checkbox"/> Dinner	No. Served _____	Time Served: _____	
<input type="checkbox"/> Snack #1	Time Served: _____	<input type="checkbox"/> Snack #2	Time Served: _____

Menu Preferences:

Breakfast (\$5)

- Continental (cereal, breakfast bread, fruit, yogurt, juice, coffee)
- Full Breakfast (egg casserole, sausage, french toast, fruit, juice, coffee)

Lunch (\$7)

- Sandwiches (deli meat & cheese, chips, salad, condiments, iced tea, dessert, coffee)
- Soup & Salad (two soups, two salads, hot bread, iced tea, dessert, coffee)
- Chicken Pot Pie (homemade chicken pot pie, salad, biscuits, iced tea, dessert, coffee)
- Taco Salad (taco salad, iced tea, dessert, coffee)

Menu Preferences, cont.

Dinner (\$9)

- Bison meatballs (BBQ), baked chicken, potato casserole, vegetable, salad, hot bread, iced tea, dessert, coffee
- Bison meatballs (Swedish), baked chicken, rice, broccoli casserole, salad, hot bread, iced tea, dessert, coffee
- Lasagne (salad, garlic bread, iced tea, water, dessert, coffee)
- Enchiladas: (enchiladas, Mexican rice, beans, fruit, iced tea, water, dessert, coffee)

Please indicate any special diet(s) or medical conditions we should be aware of:

- Would you like to use the Fireside Room? Yes
- Do you need tables (round) & chairs set up? Yes
- Would you like to use the VCR/DVD Player? Yes
- Would you like to use the dry erase board? Yes
- Would you like to use the projector screen? Yes
- Would you like to use the projector stand? Yes

- Would you like to use the Picnic Area? Yes

- Would you like a wagon ride around the property? Yes (weather permitting)

If yes, time of ride: _____



General Policies

- A \$50 non-refundable deposit is required to reserve retreat dates.
- If cancellation is necessary, please do so at least two weeks prior to the retreat.
- No refunds will be given for retreat participants who cancel after payment is received.
- Payment in full is due two weeks before your retreat. You will be billed.
- All meals will be provided by Buffalo Ridge staff. You may bring your own snacks.
- No smoking in any of the facilities. No pets please.

Day Retreat Rates: Facilities/\$75 • Breakfast/\$5 each • Lunch/\$7 each • Dinner/\$9 each • Snack/\$2 each

Retreat Cost:

Facilities \$75

_____ Breakfast @ 5\$/person = _____

_____ Lunch @ \$7/person = _____

_____ Dinner @ \$9/person = _____

_____ Snack @ \$2/person = _____

Total Amount Due: _____

Please mail in a \$50 deposit with this form. Balance will be due two weeks prior to the

Please return this form to:

His Way Ministries
 P.O. Box 400
 Ottawa, KS 66067
 (785) 746-5418

buffaloridge@hiswayministries.org
 www.HisWayMinistries.org

