

Barbara C. Harris Conference Center Reservation Packet & Event Planning Guide

Thank you for considering the Barbara C. Harris Camp & Conference Center for your event.

To begin the reservation process, please complete, sign, and return this Reservation Packet to Gail Hernandez, Guest Services Administrator, gail@bchcenter.org. For more information about our conference center, and lodging and meeting spaces, please visit us at bchcenter.org.

What Your Conference Rates Include

The Barbara C. Harris Camp & Conference Center is open year-round and offers outstanding facilities, excellent food, and great service at reasonable rates. To assist groups in budgeting, we offer overnight and day-use packages. Additional meeting space, snacks and coffee service, and certain activities are available for an additional charge. A minimum of 10 people is required for all retreats and meals.

Overnight Packages: The lodging/meal package rates are per person, per day, and include:

- Three meals (usually dinner, breakfast, and lunch)
- Exclusive use of one primary meeting space (available until 2 PM on day of departure)
- Basic A/V equipment
- Campfire circle

Day-Use Packages: For groups wanting to come for just the day, there is a per-person, day-use fee that includes one main meeting space. Meals, snacks, and coffee service are charged separately.

Activities: We are open year-round and offer many outdoor activities including hiking, swimming, boating, and snow shoeing. Our gym is air-conditioned and great for activities or as a main meeting space. The separate carpeted side room offers a kitchenette and meeting room for 30 people.

Challenge course experiences are available seasonally for an additional charge and must be requested in advance. Contact Guest Services for pricing and availability.

Meeting Spaces: We offer a variety of meeting rooms and break-out spaces for groups ranging in size from 20 to 200. WiFi, a range of A/V equipment, seating styles, and tables are available. The Recreation Center (gym), Dining Hall, and Shaw Lodge living room are usually public areas to be enjoyed by all guests, but they can also be requested as main meeting space for groups.

Reservation Process & Preparing for Your Event

After receiving your completed Reservation Packet, Guest Services will generate a Use Agreement and Statement of Account showing the amount of your deposit and the deposit due date. We will hold your date for 14 days. Your reservation will be confirmed when we receive your signed contract and deposit check made out to: Barbara C. Harris Camp and Conference Center.

Key Deadlines

Reservation Packet: *Complete & submit to BCH to begin reservation process*

Deposit & Signed Use Agreement: *Due within 14 days of receiving Use Agreement (contract) and Statement of Account from Guest Services*

Guarantee Minimum Number: *Due 45 days before your arrival date*

Cancellation Date: *45 days before your arrival date*

Certificate of Insurance (New requirement): *Due 45 days before arrival date*

Special Dietary Requests: *Due 3 weeks before your arrival date*

Final Invoice Payment: *Due 3 weeks after receipt of invoice (about 30 days before arrival)*

Additional Charges Incurred: *Payment Due 14 days after your departure date*

MINIMUM GROUP SIZE

A minimum of 10 people is required for all retreats and meals. Special requests for a smaller group size will be handled on a case-by-case basis and is dependent on availability.

DEPOSIT

A non-refundable reservation deposit of 20% or \$800, whichever is greater, is due within 14 days of booking along with a signed use agreement. The reservation deposit is non-refundable and will be applied to your final bill. Dates will be held for you until 14 days after the date of your contract, at which time they will be released if the non-refundable deposit and signed use agreement are not received.

USE AGREEMENT

A signed use agreement is required in addition to the non-refundable deposit to lock in your dates with the Barbara C. Harris Center. Dates will be held for you until 14 days after the date of your contract, at which time they will be released if the signed contract and non-refundable deposit have not been received.

GUARANTEED NUMBERS

Your guaranteed count is due 45 days prior to your arrival. You may increase your group numbers at any time if space allows. If your event's guaranteed attendee number is reduced in size after the 45 days, your group will be charged a one night's stay at the contracted room rate per attendee cancelled. If your event's guaranteed attendee number is not received 45 days prior as requested, you will be billed for the reserved guests and rooms at the contracted rate.

PAYMENT

A final invoice will be provided upon receipt of your guaranteed minimum number. Payment in full is due within 2 weeks of the date of the final invoice.

CANCELLATIONS AND REFUNDS

Your deposit is non-refundable. All cancellations must be received in writing prior to 45 days before your contracted arrival date. Failure to provide 45 days' notice of a cancellation means you will be responsible for full payment under this agreement.

LAST MINUTE CHANGES

If there are last minute additions for your event the Barbara C. Harris Center will make every effort to accommodate the additional persons, provided space is available. The Barbara C. Harris Center will provide an additional invoice for "add-ons" at the regular per person rate.

INSURANCE & DAMAGE

By signing the required Use Agreement you agree to indemnify, defend and hold harmless the Barbara C. Harris Center and the Episcopal Diocese of Massachusetts against any and all claims arising out of the use of the Barbara C. Harris Center. Your group is responsible for any damage to the property of the Barbara C. Harris Center beyond that which is generally considered to be from normal use.

Barbara C. Harris Camp & Conference Center Reservation Request

For best results, use your mouse to move through this document.

GROUP INFORMATION

Today's Date:		Total Expected Number of Participants:	
Organization & Event Name:			
Billing Address:			
City:	State:	Zip:	
Group Leader:		Planning Contact:	
Day Phone:		Email:	
Cell Phone:			

ARRIVAL & DEPARTURE

Check-in is after 3 p.m. and check-out is by 10 a.m. unless prior arrangements have been discussed and agreed upon with Guest Services. Would you like BCH staff to check in your attendees? YES NO

Arrival date:	Arrival time:	FIRST MEAL:
Departure date:	Departure time:	LAST MEAL:

MEALS

Please include the number of meals required at each dining time. Overnight rates include three meals, typically beginning with dinner and ending with lunch. Meal times are 8 a.m., 12 p.m. and 6 p.m.

DATE	BREAKFAST	LUNCH	DINNER	SNACK (List time)

Snacks

Homemade camp granola, fruit/nuts,
dips and chips, cheese & crackers
breads and muffins made from scratch

Evening Social Selections

Bruschetta, mini pizza bites,
chicken wings, mini cheese cakes

A La Carte Items

Bottled water, sparkling water,
coffee and tea service (1x or 4x daily)

And many more selections from our kitchen. Quote provided on request.

LODGING RESERVATIONS

Please review this section carefully and provide the number of guests per lodging option. All lodging is heated.

Type	Adults Age 12+	Children Ages 3-11	Children Ages 0-2
Single-Occupancy Lodge Room			
Double-Occupancy Lodge Room			
Adult-Friendly Cabin (2 person minimum) (2-4 person-occupancy per cabin)			
Standard Cabin with Bunk Beds (10 bunks) (5-person minimum)			
Bunkhouse with Bunk Beds (1 available) (10-person minimum; Capacity 16)			
Cederholm Cottage (adults only) **As available; first option given to Clergy			

RECREATIONAL ACTIVITIES

The following activities are available during your stay. Activities must be reserved in advance.

Activity	Date/Time	Notes
Boating with BCH Lifeguard (Quote on request) 1 guard per 20 people, 3-hour minimum		
Self-supervised boating (no charge) Permitted for Adults age 18+ with boating experience.		
Swimming with BCH Lifeguard (Quote on request) 1 guard per 20 people, 3-hour minimum		
Campfire (no charge) Kindling, fire wood, and water bucket are provided. Group is responsible for providing matches, lighting & extinguishing fire after each use.		
Challenge Course: Check to receive information		
Chapel Usage All guests are welcome to use our indoor chapel for worship. Please schedule your worship service below.		
Prayer Service		
Prayer Service		
Holy Eucharist		
Bread and Wine Required Yes No		
Holy Eucharist		
Bread and Wine Required Yes No		
Compline		
Compline		

MEETING ROOM USE

Your reservation includes the exclusive use of one meeting space, basic audio/visual, and 1 easel with pad and markers. Additional meeting spaces may be available at an additional cost. Additional pads are available for \$25/each.

Internet is available, but not robust enough for streaming video. Free Wifi is available in Shaw Lodge, St. John Lodge, and St. Mark lodge, the Gym, and the Doran Center.

A/V Options Include

LCD Projector	Microphone (Gym and Doran Center only)	Podium
TV/DVD (on a cart)	Easel with 1 pad	Music Stand

Furniture Layout Options:

Auditorium Style – chairs only with an aisle
 Classroom Seating – seminar tables with 2 chairs at each table
 Boardroom Seating – seminar tables in a rectangular shape with 2 chairs at each table
 Horseshoe Seating – seminar tables in a U shape with 2 chairs at each table
 Circle of Chairs – chairs only

Tables and Chairs left stacked for your own use. Please specify seminar tables or 6' folding tables.

Tell us about your format

☐ Speakers ☐ Crafts ☐ Music ☐ Meditation/Prayer
☐ Hiking ☐ Physical Activity ☐ Team building ☐ Smaller breakout groups

Activity	Date/Time	A/V and Easel Pads
Requested Main Meeting Space (if known): _____ Number of people: _____ Tables: _____ Chairs: _____ Furniture Layout: _____		
Additional Meeting Space Requested: (Large room, break out room, living room) Number of people: _____ Tables: _____ Chairs: _____ Furniture Layout: _____		
Additional Meeting Space Requested: (Large room, break out room, living room) Number of people: _____ Tables: _____ Chairs: _____ Furniture Layout: _____		
Outdoor Chapel Usage Yes No		

The following safety guidelines and policies apply to the use of the Barbara C. Harris Center's facilities and services:

1. One adult should be identified as the group leader for the duration of the group's visit. This person will be responsible for all participants in the group and for communicating needs and concerns to BCHCC staff. It is preferable that the group leader be the same person who set up the contract prior to arrival.
2. Weather permitting, guests may drive vehicles to the lodges and cabins to unload belongings. After unloading, all vehicles must be moved to the main parking lot adjacent to Shaw Lodge. Lodge guests may park in the designated parking spaces in front of St. John's and St. Mark's on a first-come, first-served basis. Parking is not allowed outside of these spaces, on grass areas, along roadways or at cabins.
3. Meals are served buffet style promptly at 8 am, 12pm and 6 pm in our dining hall. We ask that guests please be on time for meals. Dishware, including coffee mugs, should remain in the dining hall. Guests who have previously reported a dietary allergy in advance should bring their plates to the serving counter and speak with a Chef at each meal, unless otherwise noted. No food may be eaten in the cabins.
4. We provide bedding, pillows and towels in all lodge rooms and adult friendly cabins. An extra blanket is located in the dresser (lodge room) or at the foot of the bed (adult cabin).
5. Guests staying in our standard cabins and bunkhouse are required to bring their own bedding, pillows & towels.
6. Because we often serve several groups of varying needs and ages at the same time, we maintain quiet hours from 11pm to 6am to respect the needs of all our guests.
7. Meeting rooms can be modified, but please return furniture to original positions prior to leaving.
8. Lodge room, living room and cabin furniture if rearranged, should be returned to its original position.
9. Linens, blankets, pillows, and kitchen items – including dishes – should remain in their proper locations.
10. Please do not tape or use putty on any walls.
11. Proper respect of all plant life and wildlife is expected.
12. BCHCC does not have a liquor license from the State of New Hampshire to serve guests alcoholic beverages. Guests are welcome to provide their own beer and wine to enjoy in their designated meeting and/or sleeping space(s). We ask that our guests drink responsibly and assure that only those of legal age consume alcoholic beverages. Alcohol must be consumed in the location where it is served and it is prohibited in areas shared by other groups including the dining hall and outdoors. Open containers are not permitted on the grounds or by the waterfront. Consumption of alcohol while boating or swimming is not permitted. Whenever alcohol is served, equal amounts of non-alcoholic beverages must also be served.
13. Your group is responsible for supervising any youth in the group during your stay. A minimum of two adults supervising children is required at all times. Youth under the age of 18 **must** have at least two adult chaperones rooming with them. We recommend a ratio of no more than 5 youth per adult at all times. The adult must be at least 18 years of age and at least 2 years older than the minors with whom they are working.
14. We strongly recommend that groups provide training to all staff/chaperones so that no child is in a one-on-one situation with a non-parent when out of sight of other group members.
15. If someone needs to get an emergency message to a guest they should call (603) 547-3400.
16. The center does not provide health care. Your group is responsible for providing any first aid or healthcare services. We recommend your group bring a small first aid kit and have someone in the group who is certified in first aid and CPR. While we will assist in any emergency, it is your group's responsibility to provide emergency transportation and care if needed.
17. We recommend that you obtain names & addresses, emergency contact information, a health history and consent for treatment for all of your group members including children with/without parents in attendance.
18. There are public telephones located in the lobby of Shaw Lodge, St. Mark's, St. John's, Gym Side Room and Doran Lakeview Center. Instructions for use are located at each phone. Guests can make emergency, local, toll free and calling card calls from these phones. The on-call host can also be reached from any of these phones.

19. For the health of all our guests, all buildings are smoke-free and tobacco-free. This includes e-cigarettes and vaping. Smoking is permitted in designated, outdoor smoking areas only. To help keep the camp clean and reduce the risk of accidental fire, we ask guests to not dispose of tobacco products on the ground.
20. Possession or use of illegal drugs, firearms or other weapons is prohibited while on the property.
21. We do not allow pets of any kind other than service dogs. Advance notification of service dogs is appreciated.
22. For the safety of our guests some areas of the facility are off limits to everyone but our center staff. These areas include the maintenance shop, housekeeping rooms/closets, mechanical and maintenance rooms, kitchen and summer program buildings.
23. Access to Otter Lake is prohibited during winter months.
24. Free wireless internet is available in Shaw Lodge, Gym, Doran Center and each of the Conference Center Lodges. Log-in information is located by the phones in each of these locations.
25. Swimming and boating are available June-September when arranged by the Group Leader in advance. *Swimming is not permitted without a waterfront certified lifeguard.*
26. Otter Lake offers excellent fishing. Anyone age 16 or older is required by the State of New Hampshire to have a current fishing license. Temporary licenses can be purchased online at www.wildlife.state.nh.us. Guests are required to bring their own fishing equipment.
27. Campfires must be scheduled in advance by the Group Leader.
28. Guests are welcome to bring their own sports equipment and pedal bicycles. Sports equipment may be used at the outdoor sports fields and Gym area as schedules allow.
29. Bicycles may be ridden with helmets on roadways and hiking trails only (bikes are prohibited from walkways and grass areas). Guests are responsible for the use, storage and retrieval of all personal items.
30. BCHCC is not liable for lost or stolen items but will attempt to keep lost & found items in safekeeping for one week before donating to charity. Please call the office as soon as possible if you discover that you have left something behind.
31. Guests assume financial responsibility for any loss, damage, or destruction to BCHCC property or equipment. Charges for excessive cleanup will be assessed to the Organization, and a damage deposit may be required at the discretion of the Executive Director.
32. The photographs or likenesses of guests of BCHCC may be used for publicity or other purposes without compensation or other consideration. Guests may request in writing that their photographs or likenesses not be used in this fashion.
33. BCHCC reserves the right to remove any persons from the facilities or premises who, in sole discretion of BCHCC staff, are unauthorized or who are creating a disturbance, or who are jeopardizing the health, safety, and/or welfare of our guests.
34. BCHCC reserves the right to change rates at any time. Notice of any rate change will be given whenever change is deemed necessary.

On behalf of, and as an authorized representative and agent for, the Organization, I have shared the above information with the group and we agree to the conditions of BCHCC listed above.

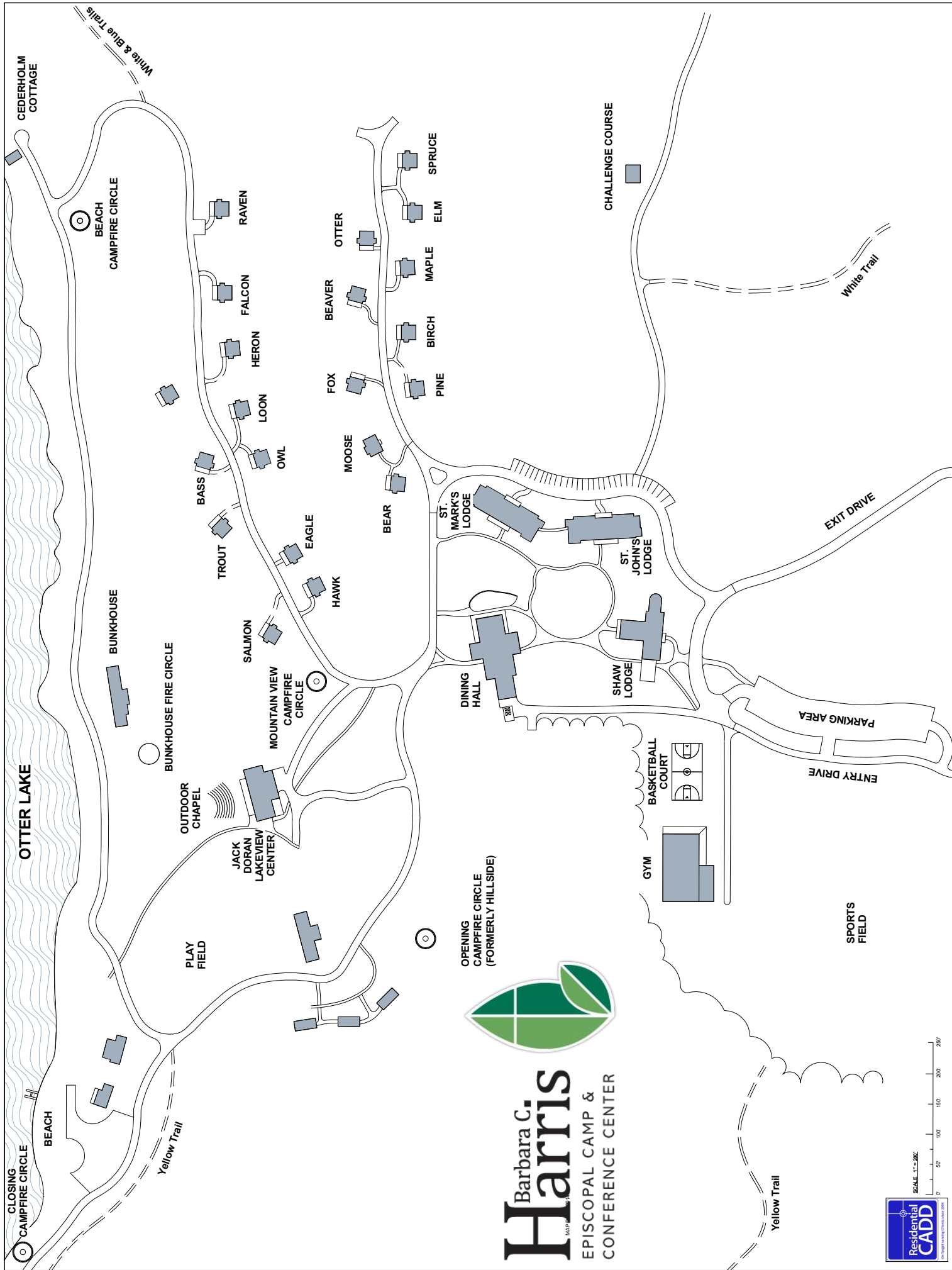
REPRESENTATIVE

ORGANIZATION'S NAME

Nov 2021

We look forward to serving you and thank you for choosing the Barbara C. Harris Camp & Conference Center.

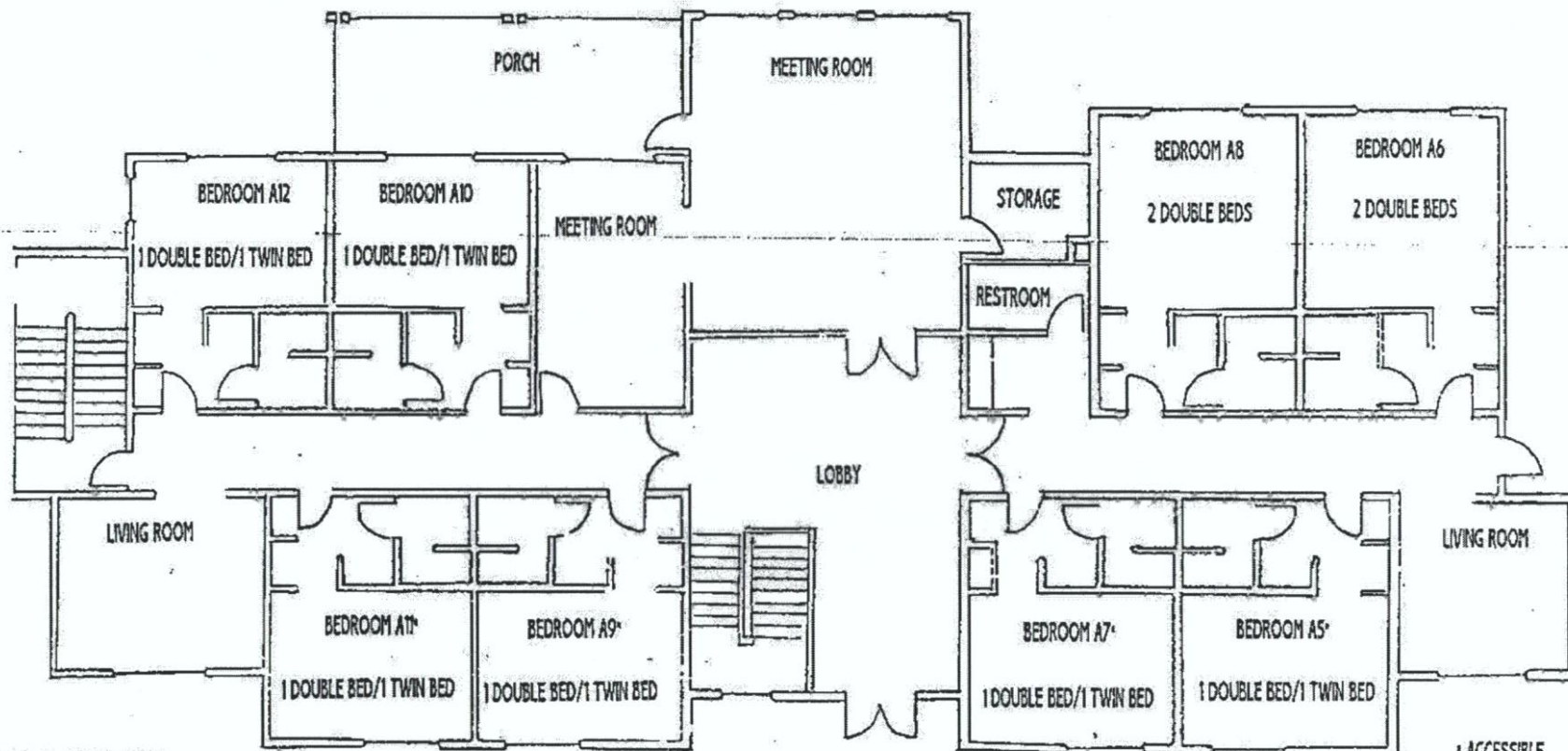
Gail Hernandez, Guest Services Administrator
gail@bchcenter.org (603) 547-3400, ext. 300



Barbara C. Harris
 EPISCOPAL CAMP &
 CONFERENCE CENTER

SCALE 1" = 200'



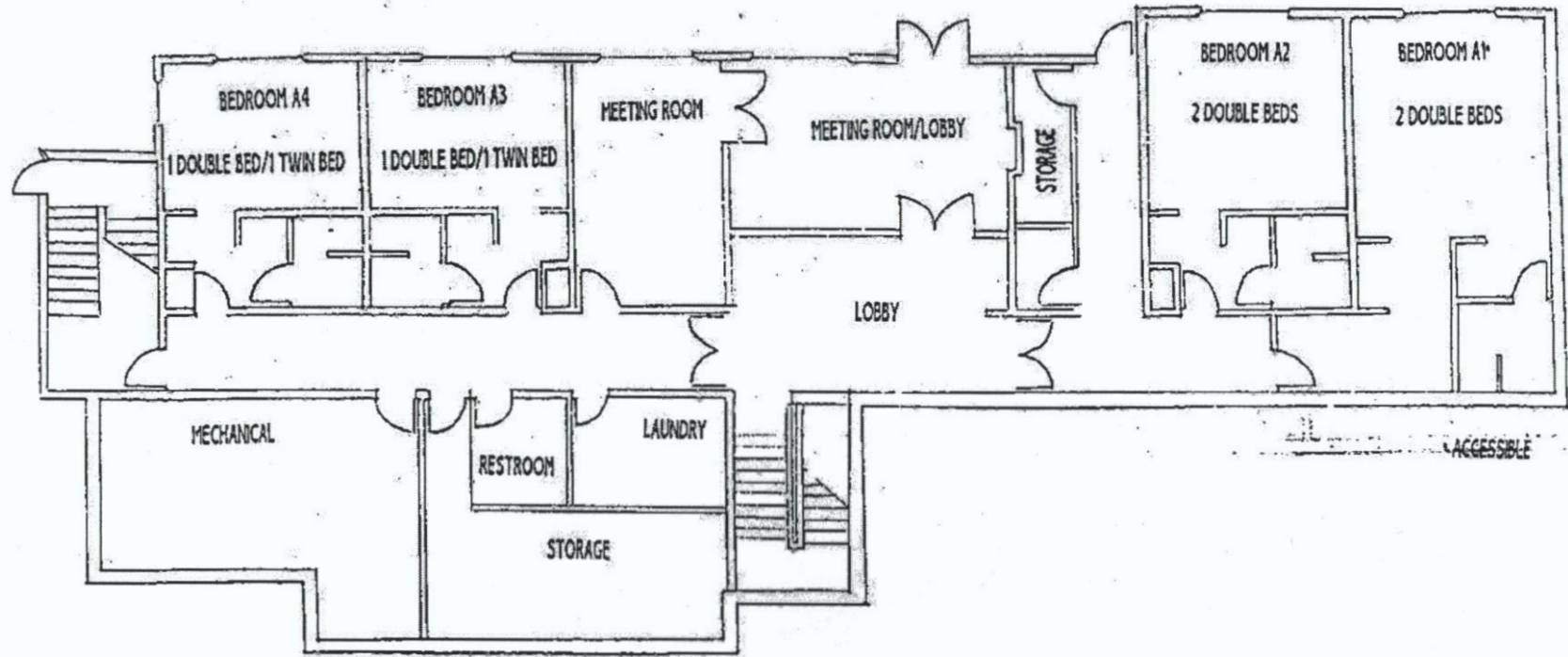


* ACCESSIBLE

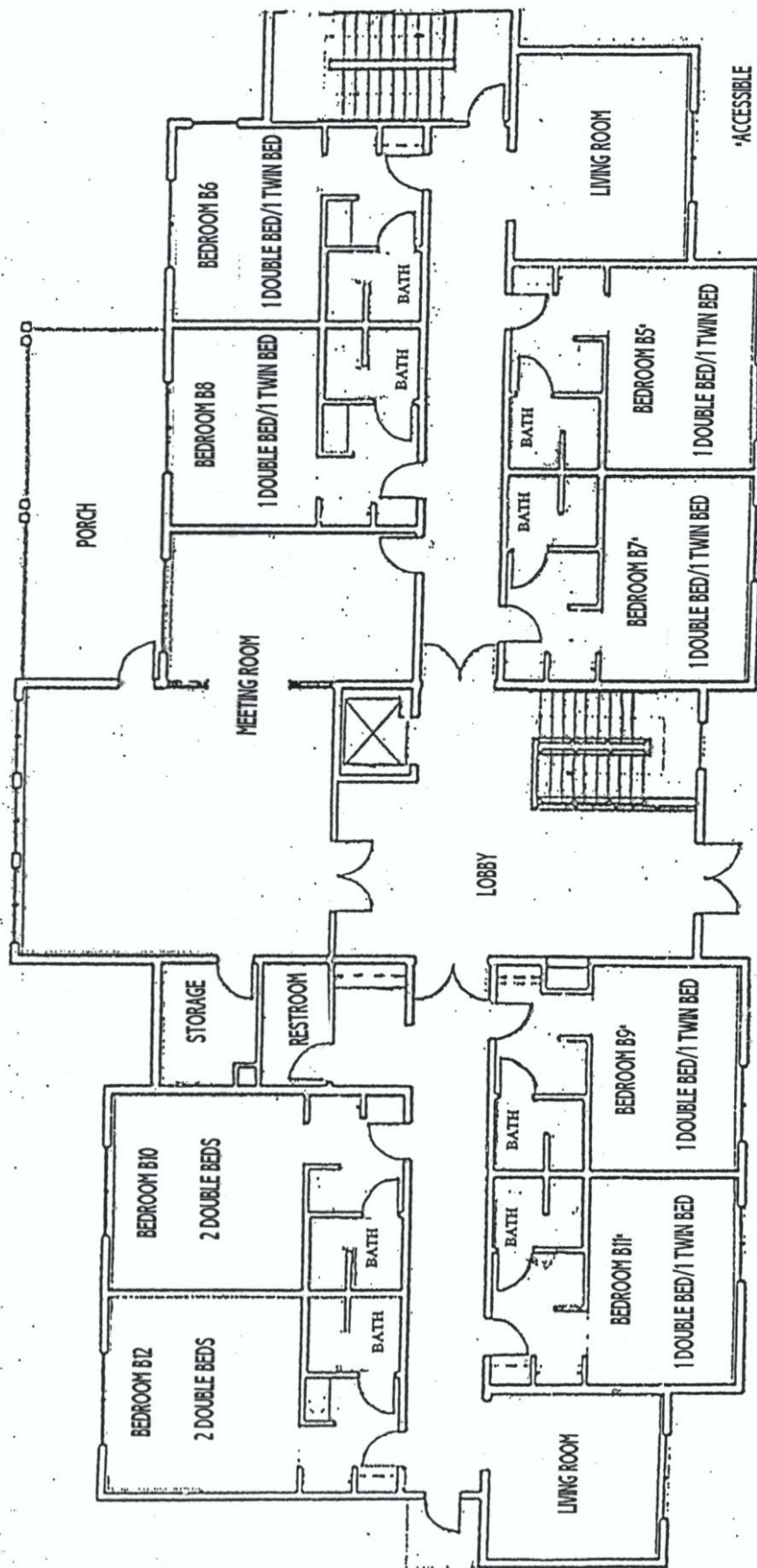
ST JOHN'S LODGE

UPPER LEVEL

PARKING LOT

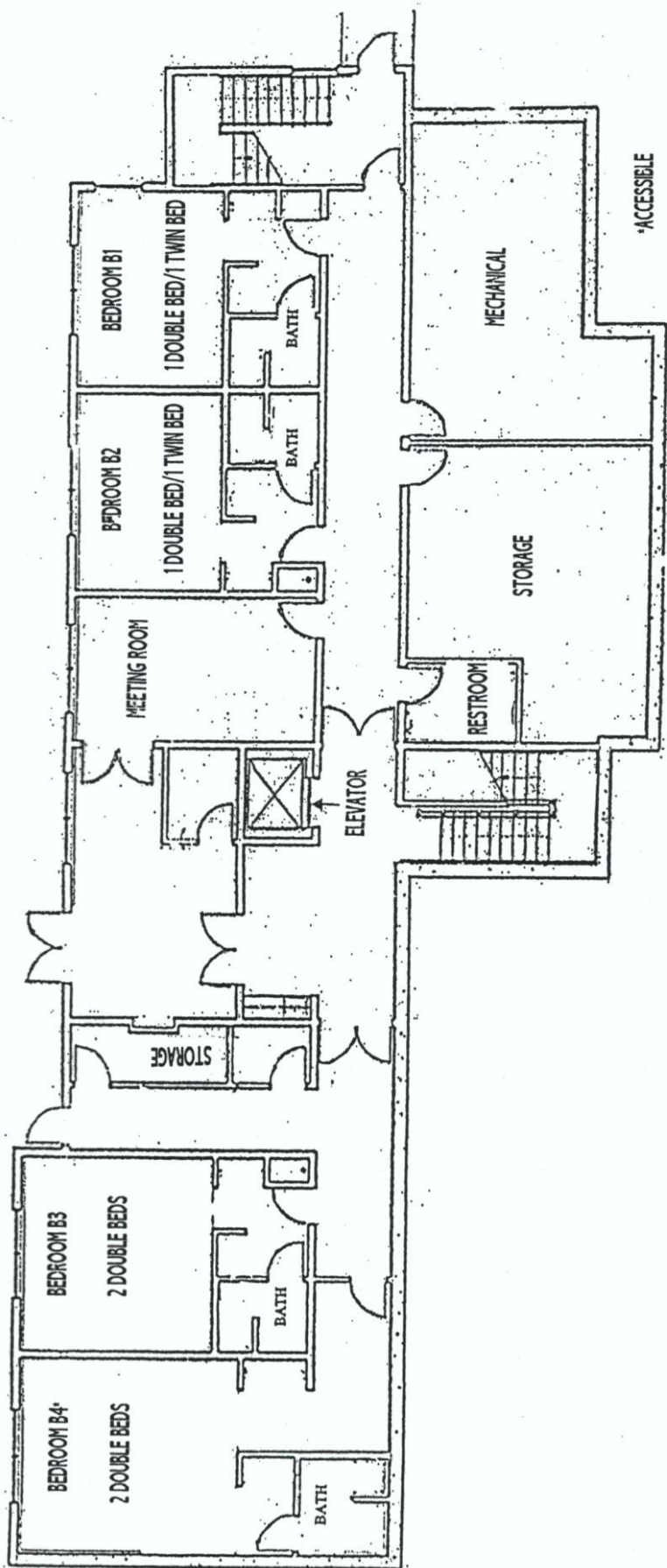


ST JOHN'S LODGE
LOWER LEVEL



ST MARK'S LODGE

UPPER LEVEL



ST MARK'S LODGE

LOWER LEVEL