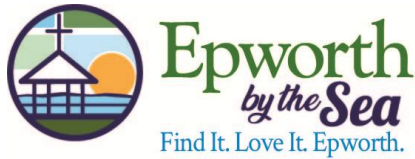




Conference, Retreat & Vacation Center

Group Event Planning Guide



Thank you for choosing Epworth By The Sea Conference, Retreat & Vacation Center as the destination for your upcoming event. Over the next few pages, we have assembled information to help you host a successful event at our facility.

Event Planner Checklist

Two Weeks (14 days) prior:

- Rooming list due
- Meeting room requirements (set-ups, A/V, coffee breaks and catered meals if appropriate)
- Copy of Group Schedule if creating
- Payment of estimated bill due prior to arrival.
- Preferred Method payment is by check
- Account Receivable arrangements must be made prior to arrival
- Past Due Balances are subject to a 2% monthly late fee
- Final guaranteed numbers due

Please note that changes in room set-up or A/V requirements inside of seven days are subject to additional fees.

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Please indicate if your group will arrive by:

Bus _____

Van _____

Individual Car _____

Group Rooming List

Email this form to epworth@epworthbythesea.org or

Mail to Epworth By The Sea, P.O. Box 20407, St. Simons Island, GA 31522.

Group Event Name:

Conference Coordinator:

Group Contact:

Event Dates:

On-site Contact Name:

On-site Contact Phone Number:

MASTER BILL PAYS FOR: ___ NONE-ALL CHARGES GO TO EACH INDIVIDUAL

___ ALL CHARGES TO MASTER BILL

___ *OTHER, PLEASE EXPLAIN BELOW

Commuters \$5.62 (with tax) plus meals. Please register commuters in advance.

*Other/notes: _____

Please fill in the FIRST & LAST NAMES of those who will be staying in the rooms assigned to your group (see contract for number of rooms). We do not need the names of cabin guests. (Cabins come with toilet paper only. There is no soap or paper towels.)

Room #	Check In/Out Days	Guest Name	Roommate Name(s)	No. of Adults	No. of Children (age 3-12)	No. of Teens (age 13-17)	Special Needs/Requests (Early/Late Arrival, Dietary Info, Payment Arrangements, etc.)
1111	Fri/Sun	John Doe	Joe Smith	2	0	0	Gluten Allergy

Room #	Check In/Out Days	Guest Name	Roommate Name(s)	No. of Adults	No. of Children (age 3-12)	No. of Teens (age 13-17)	Special Needs/Requests (Early/Late Arrival, Dietary Info, Payment Arrangements, etc.)
1111	Fri/Sun	John Doe	Joe Smith	2	0	0	Gluten Allergy

Meeting Room Setup Request

Group Name _____

Contact _____

Meeting Date(s) _____

Meeting Times(s) _____

Instructions

Please complete a request form for each meeting room used AND for each room set-up change. Indicate above the date and meeting rooms for each room.

1. Indicate which set-up you would like.
2. Specify how many chairs and/or tables your group will need (5 tables at no charge- each additional table will be a charge of \$10.00 (long tables) and \$20.00 (round tables) plus tax and service charge for each. Table linens not provided.
3. Determine if table linens need to be rented for tables (Each table with skirting, 85 x 85 table linen, and 52 x 114 table linen will be charged \$25.00 plus tax and service charge.)
4. Indicate other set-up preferences, if applicable.
5. Describe additional set-up needs.
6. Fill out a Meeting Room Presenter Equipment Check-List, if applicable.
7. Please send the completed form(s) to your group sales coordinator no later than 2 weeks prior to the conference.

Set-up Preferences

Theater set-up

Classroom set-up

Semi-circle set-up

U-shape set-up with chairs

Chairs in a circle set-up

U-shape set-up with tables

Banquet

Conference hollow square

Rounds (# of chairs per table)

Theater	Classroom
Semi-circle	U-Shape with chairs
Circle	U-Shape with tables
Banquet	Conference hollow square

Presenter Equipment Check-List

Name of Group: _____

Presenter: _____ Event Planner: _____

Dates(s) Needed: _____ Meeting Room: _____

Presentation includes (check all that apply):

- Microsoft Power Point (bring your remote if needed)
- Pre-Recorded DVD/CD
- Internet (You Tube, Skype, other website)
- Other (please specify): _____
- Presentation requires audio
- Bandwidth Required
- Will be bringing a band (we recommend bringing your own sound)

Digital media will be run from:

*Projectors connect by HDML.

- Laptop (bring your own laptop and adapters)
 - Mac
 - Windows
 - Laptop make/model/year: _____
- Tablet (bring your own table and adapters)
 - iPad
 - Android
 - Tablet make/model/year: _____

Digital media will be displayed through:

- LCD projector with screen (Projectors connect by HDMI)
- Bring your own projector
- Rent projector from Epworth By The Sea- \$75 per day plus tax and service charge
- Flat-screen TV- \$75 per day plus tax and service charge
- *Bring your own adapter to connect your device to ours

Additional equipment needed:

*Mics not available in all rooms.

- | | |
|---|---|
| <input type="checkbox"/> Wired microphone with stand | <input type="checkbox"/> Piano |
| <input type="checkbox"/> Wireless microphone (handheld) | <input type="checkbox"/> Easel |
| <input type="checkbox"/> Over the ear mic | <input type="checkbox"/> Podium |
| <input type="checkbox"/> Flip-chart with markers- \$30 plus tax | <input type="checkbox"/> AV Cart |
| <input type="checkbox"/> Whiteboard with markers | <input type="checkbox"/> # of Ext. Cords |
| | <input type="checkbox"/> 18" Risers -\$50 Rental plus tax |
| | (Risers are limited. Ask if needed.) |

Special Function Scheduling Requests

Bonfire Pit:

___ Interested in Scheduling a Bonfire? Fee is \$35 plus tax and service charge per bonfire

Date(s) Requested: _____

Time Requested: _____

Seasonal Pool:

Date(s) Requested: _____

Time Requested: _____

___ Interested in Scheduling a private pool party? Fee is \$100 per hour

Date(s) Requested for private pool party: _____

Time Requested for private pool party: _____

Athletic Field:

Date(s) Requested: _____

Time Requested: _____

Basketball Court:

Date(s) Requested: _____

Time Requested: _____

Tennis Court: *Bring your own equipment.

Date(s) Requested: _____

Time Requested: _____

GAGA Pit:

Date(s) Requested: _____

Time Requested: _____

Pickle Ball Court: *Bring your own equipment.

Date(s) Requested: _____

Time Requested: _____

Bicycle Rental: \$8.00 per hour per bike

Date(s) Requested: _____

Time Requested: _____

Arthur Moore Methodist Museum Tour:

Museum hours are Monday-Friday, 10 a.m.-4 p.m. and Saturday, 10 a.m.-1 p.m. Closed on Sundays and major holidays. Call 912-638-4050 to schedule a guided tour. Group tours are available. There is no admission fee, but donations are gratefully accepted.

Date(s) Requested: _____

Time Requested: _____

Mission Volunteer Program:

Many groups who stay at Epworth By The Sea are eager to help those in need. Group leaders know the enriching experience that individuals can have living out their faith by serving those who are less fortunate. Based on the needs and size of your group, we book and confirm your project, ensuring that the valuable mission volunteer work will benefit both your group and the community. We can coordinate meals for your crew if needed. More information and volunteer opportunities list can be found on our website:

<https://www.epworthbythesea.org/mission-volunteers.php>

Date(s) Requested: _____

Time Requested: _____

Project Location Requests: _____

Catering Order Form

View Options at www.EpworthByTheSea.org

All Food & Beverage items must be provided by Epworth By The Sea.

*If your group has any allergies, please notify your reservationist 2 weeks prior to your arrival date. Reservations will notify Food Service and it is your responsibility to check with the Dining Room Supervisor for your requested dietary needs.

Name of Group: _____

Event Planner: _____

Date	Time	Location	Items Needed	Quantity

Boxed Lunches/Missed Meals:

Boxed lunches are available in lieu of your scheduled lunch as requested. Boxed lunches must be picked up at the kitchen loading dock. Coolers are encouraged if going off property for an extended time.

Boxed Lunches needed to be picked up by?

Date: _____

Time: _____

of Lunches: _____

Guest Registration and Check-in Procedures

Providing Room Keys:

- Group Master List: Group Leader may pick up all the keys for entire group if group master bill is responsible for all charges.
- Individual payment group members: Each guest (or party within a shared room) must check in individually. Room keys are ONLY to be given to the guest(s) for the room in which reserved. Keys will not be given out to group leaders or anyone else whose name is not listed on the reservation. This important security measure ensures that the correct guests receive the correct room keys and that no one else has access to that guest room.
- In the event of lost keys, photo ID must be provided to match the name listed in the reservation before new keys are issued. For security of all guests, Housekeeping and Front Desk staff must not issue keys or allow entry into a room without verifying that the person is listed on the reservation record for that room.

Youth Group Events

- Youth are not required to provide ID and credit cards upon check-in as they are not legally responsible for their rooms and expenses. Instead, any incidentals or damages would be charged to an adult or group leader's credit card, or the group's the Billing Master or A/R account. Please refer to youth event code of conduct attached.

Rooming List

- Upon arrival, if a new rooming list with changes is presented to the front desk, Epworth By The Sea will try and provide rooming changes, but this may or may not be feasible. Changes will delay check-in for all attendees.

Payment

- We accept Cash, Check, Visa, MasterCard American Express and Discover.
- Preferred Method payment is by check
- There is a 3% Credit Card Transaction Fee on payments over \$1,000.
- Payment of estimated bill due prior to arrival.
- Account Receivable arrangements must be made prior to arrival
- Past Due Balances are subject to a 2% monthly late fee

Epworth By The Sea's Mission Statement

Epworth By The Sea is an unparalleled Christ-centered hospitality ministry impacting lives for Jesus Christ by providing a premier conference and retreat center for worship, study and fellowship.

Our Conference, Retreat & Vacation Center warmly welcomes all Judeo-Christian groups, as well as secular and non-profit groups that offer wholesome, educational conferences and programs. We reserve the right to refuse or cancel any group event after they have begun if their program and/or philosophy is inconsistent with the vision, mission and purpose of this center.

General Information

Front Desk and Gift Shop Hours:

- 7 am -10 pm

Check-in/Check-out

- Check-in time is 4:00 p.m. at the front desk of the Pitts Administration Building.
100 Arthur J Moore Drive
St. Simons Island, GA 31522
(please use this address for GPS directions)
- Check-out time is 11:30 a.m.

Meals

- Upon check-in, groups will be given meal bands to indicate your group is on the meal plan. Be sure to keep your meal bands visible when going through the serving lines.
- All attendees/participants are expected to have the meals listed on the contract. There will be no refunds for unused meals. If your group is planning to miss a meal listed on your contract, please notify the Group Reservationist. Although, meal credits are not given, we do not want to prepare and waste food.

Pets

- No pets, except for service animals, are allowed in lodging facilities.

Alterations of Premises, Defacement of Property, Damages

- No alterations or changes to the property shall be made without the prior approval of the Chief Operating Officer or authorized designate. Alterations include, but are not limited to, movement of interior plants, movement of equipment or relocation of furnishings.
- Group will be charged if damage is found or excessive cleaning is required.

DÉCOR

- Burning of incense or candles is prohibited in any building except for use in corporate worship (with prior approval.)
- Glitter, gum, confetti, powdered paint, adhesive-backed decals, stickers and silly string may not be used or affixed inside or outside Epworth By The Sea facilities.
- Nothing may be taped, nailed, stapled, tacked, or otherwise affixed to any surface without Epworth By The Sea management approval. This includes surfaces throughout the inside and outside of all buildings. Check with your group sales associate for approved adhesives.

Children Safety

- All group leaders should review the Epworth By The Sea Youth Code of Conduct and share it with all members of their group.

Shipping

- Outgoing boxes require affixed return address label and a scheduled pick up time of within 48 hours.
- Incoming boxes need to be addressed to:
Group Name
Epworth By The Sea
Coordinator Name/Meeting Planner Name
100 Arthur J Moore Drive
St. Simons Island, GA 31522

Youth Code of Conduct

Please take a moment to go over the code of conduct with your group. We want you to have a comfortable and rewarding visit. Your adherence to this code will help us achieve all our goals.

- Epworth By The Sea is an alcohol-free, weapon-free and drug-free facility.
- Epworth By The Sea provides a “smoke free” environment for all of its guests. Please be courteous of guests and staff and refrain from smoking in any of our facilities. Smoking is permitted outside.
- Epworth By The Sea enforces the assembly-wide quiet time from 11 p.m. to 7 a.m. We ask that you respect your fellow guests and honor the quiet time.
- Group leaders and counselors are responsible for their group at all times.
- Fireworks are not allowed.
- Open Flame Devices: Due to their risk to life and property, candles, (including decorative, unburnt wicks, etc.) torches, incense and any other open flame devices are strictly prohibited inside all Epworth By The Sea Buildings and Hotels.
- Please conduct yourself in a manner that shows respect and consideration for fellow guests (i.e. no running in hallways, no playing in elevators, no unnecessary horseplay, no use of profanity or public displays of affection).
- Roller blades and/or skateboards are allowed in designated area only. Check with the Operator or Front Desk for these areas.
- When requesting additional keys at the Front Desk, please be prepared to identify yourself. Youth or children may be requested to return with an adult leader. This is for your protection. Keys to youth cabins provided to the adult(s)/Chaperones.
- Please be advised that you are responsible for any valuables left in your room. Epworth By The Sea assumes no responsibility for lost, stolen or damaged property.
- Youth Cabins have a curfew of 11pm. Please let your Epworth representative know if you have something planned after 11pm.
- Fire extinguishers are installed on the porch of each cabin. If the extinguishers are discharged and there is not a fire, a fine of \$100 will be issued to the group responsible.

Driving Directions to Epworth By The Sea

Easy to find, Epworth is located on St. Simons Island, Georgia, approximately one hour from both Savannah, Georgia, and Jacksonville, Florida.

After reaching Brunswick, Georgia, take the F.J. Torras Causeway east off U.S. Highway 17 to St. Simons Island. At the end of the causeway, stay in the left lane and continue north toward Sea Island Road. Go straight through the traffic light, staying on Sea Island Road. Turn left at the first street marked Hamilton Road and then right onto Arthur J. Moore Drive.

