



BURNAMWOOD CAMP AND CONFERENCE CENTER

Physical Address | 900 Camp Burnamwood Road, Irvine, Kentucky 40336

Mailing Address | PO Box 23580, Lexington, Kentucky 40523

Office Phone | 859.494.9113

Email | info@burnamwood.net

Reservation Form

A \$50 non-refundable deposit is due in order to make a reservation. The remainder of the balance is due 24 hours before the event.

NAME OF EVENT	
SPONSORING ORGANIZATION	
NUMBER OF ATTENDEES	
CONTACT PERSON	
EMAIL	
PHONE NUMBER	
MAILING ADDRESS	
DATES REQUESTED	
ARRIVAL TIME	DEPARTURE TIME

LODGING – MARK ALL THAT ARE APPLICABLE

<u>Woods Lodge</u> Dates Requested Number of People
<u>Burnam Lodge</u> Dates Requested Number of People
<u>Mount Lodge</u> Dates Requested Number of People
<u>Unit Lodge</u> Dates Requested Number of People
<u>Cabins Lodge</u> Dates Requested Number of Cabins Number of People
<u>Tent Sites</u> Dates Requested Number of Tent Sites Number of People

MEETING ROOMS AND GROUNDS – MARK ALL THAT ARE APPLICABLE

<p><u>Main Pavilion and Grounds</u> Dates Requested Number of People</p>
<p><u>Pool and Pool Pavilion</u> Dates Requested Number of People</p>
<p><u>Dining Hall</u> Dates Requested Number of People</p>
<p><u>Mount Lodge Meeting Room</u> Dates Requested Number of People</p>
<p><u>Burnam Lodge Meeting Room</u> Dates Requested Number of People</p>
<p><u>Woods Lodge Meeting Room</u> Dates Requested Number of People</p>

FOOD SERVICE – IF REQUESTING FOOD FROM BURNAMWOOD

<u>Breakfast</u> Dates Requested Number of People
<u>Lunch</u> Dates Requested Number of People
<u>Dinner</u> Dates Requested Number of People
<u>Special Instructions</u>

OTHER SPECIAL INSTRUCTIONS (Attach supplementary document if necessary)

Reservation Confirmation and Release Agreement

The undersigned, acting in his/her capacity as the _____ of

Position of Undersigned

_____ states that his/her organization hereby releases

Complete Organization Name

the Burnamwood Camp and Conference Center and the Presbytery of Transylvania from any and all liability for any damage or injury from or arising out of use of the camp. I, the undersigned, have carefully read this agreement and fully understand its contents. I am authorized to sign on behalf of the aforementioned organizations and commit the organization to abide by the policies of the Burnamwood Camp and Conference Center. I have read the rental policies of the Burnamwood Camp and Conference Center and understand them fully. We are aware that this is both a release of liability and a contract between the Burnamwood Camp and Conference Center and our organization.

Complete Organization Name

Name of Representative

Signature

Date

Burnamwood Executive Director

Date

Please return this from PO Box 23580
Lexington, Kentucky 40523 or email to info@burnamwood.net