



Guest Group Intake Form



maple springs
bible camp

Hello! Thanks for thinking of Maple Springs for your event! Please fill out the information below.

Requesting Arrival Date
 DD MM YY

Organization/Group

Requesting Departure Date
 DD MM YY

GROUP INFO

Name of Representative	First		Last	
Representative Information	Phone #		Email	
Purpose/Type of Event	Retreat, Reunion, Wedding, etc.			
Fully Catered or Non-Catered	Fully Catered (food provided)		Non-Catered (food not provided)	

DETAILS

Time of Arrival (representative/set up)	Time on 1 st Event Day				
Time of Arrival (attendees)	Time on 1 st Event Day				
Time of Departure	Time on Departure Day				
Total Number of People Attending	# of Attendees				
Activities (\$30 per activity/hr./10 people)	Archery	Riflery	Guided Hike	Hatchet Throwing	None
POOL (open June and occasionally September)	Pool (lifeguard required)				
Meals Needed (breakfast, Lunch, Dinner, Snack)	Please list needed meals Date: _____	Please list needed meals Date: _____	Please list needed meals Date: _____		

FACILITY

# of Cabins (6 sleep 12, 2 sleep 6)				
Campfire Area	Yes		No	
T.O.M (meeting area by creek)	Yes		No	
Upper Dining Hall & Basement	Yes		No	One or the other?



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Do you/will you have a schedule for your event? | YES | NO |

- If yes, please provide the schedule as soon as possible by email before your event.

Do you have a meal plan or requests? | YES | NO |

- If yes, please provide the schedule as soon as possible by email before your event. Otherwise, please mention any requests below in the comment section.

Please note:

If someone in your group is needing to use the kitchen, we require that they (or someone in your group) *has their up to date food safe certification*. Proof of certification can be sent to registration@maplesprings.ca.

Any other comments or details you want to include? (tables, requests, times, etc....)