



West River Center Retreat Information

BALTIMORE WASHINGTON CONFERENCE - UNITED METHODIST CHURCH
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Thank you for your inquiry regarding our facilities at the West River United Methodist Center. We are confident your group would enjoy a relaxing and enriching retreat at our facilities. This packet has been prepared to assist your planning. Please read through all information carefully and call the office if you have any questions. Thank you again for the privilege to serve your ministry needs.

FACILITIES:

<u>Retreat Center</u> (Full weekend required)	<u>Lodges</u> (5 available)	<u>Kahlert / Baker Houses</u>
Capacity: 50	Capacity: 32	Capacity: see description
Min. Occupancy: 20	Min. Occupancy: 10	Min. Occupancy: 2-night weekends
Availability: Year-round	Availability: Year-round	Availability: mid-Sept – mid-May

Please see the back of the rate schedule for minimum occupancy guidelines when reserving more than one facility.

Retreat Center offers 12 bedrooms (11 rooms sleep 4 people, 1 sleeps 6), 2 community bathrooms, a large multipurpose room, large snack area with refrigerator and freezer, and lounge area with fireplace.

5 log-style **Lodges** each sleep 32 (8 rooms sleep 4 people, bunk bed style), 2 community bathrooms, a common meeting area. If you rent more than one Lodge, additional meeting space can be arranged if needed. All Lodges are centrally heated and air-conditioned.

Kahlert House offers families a waterfront two-story cabin sleeping 7 in three bedrooms on the second floor.

Baker House offers families a waterfront one-story cabin sleeping 8 in 4 bedrooms.

Each also offers a living room, small kitchenette and single bathroom and a screened-in porch with outside grill.

PLANNING YOUR RETREAT AT WEST RIVER ...

All groups partaking in meal service will eat together in the main dining center at the appointed times. Breakfast begins at 8:00 a.m., lunch at 12:00 noon, and dinner at 5:30 p.m. The serving line is open for 45 minutes at each meal. Our food service staff strives to accommodate special dietary requests, but advanced notification is required. *There is no public access kitchen on site.*

Recreational opportunities that are no charge include a hard-surface basketball court, beach volleyball court, frisbee golf, human foosball, 9-square in the air, gaga ball pit and a large recreation field. Equipment for each is available.

Recreational opportunities that are staff led will incur fees and include: Low Ropes Challenge Course called the Corinthian Trail, the Climbing Wall, the Giant Swing, Archery Range, the Bungee Trampoline, and small watercraft boating in canoes, stand-up paddleboards, and kayaks. For the sake of scheduling, allow approximately 2 hours for staff led ropes and 1 hour for archery/boating. All participants in these activities are required to sign a waiver (minors require parent/guardian signature). All Activities must be booked in advance.

There are two short nature trails (approx. 1/3 mile) available for guests to walk; paths are in wooded areas or marshy areas. Guests can enjoy the new living shoreline and walk along the 1-mile of waterfront.

Speakers/Leadership that need separate/private housing from the group can be accommodated in Kahlert or Baker Houses; regular rental fees will apply.

There are four campfire areas: Vesper Point (on the waterfront), Family Circle (in the woods), RC Firepit (near the Retreat Center) and Eagle's Rest (near the Lodges). It is best to reserve these one week prior to your event as they are first-call, first-serve. Groups are responsible for lighting and extinguishing their own fires.

Many, but not all buildings at the West River Center are handicapped accessible. Please let us know if your group has accessibility needs. West River offers camp wide WiFi.

EQUIPMENT NEEDS:

Each housing facility is equipped with a WiFi/TV/DVD/HDMI connections and dry-erase board. (Please provide your own markers). Up to one week prior to your retreat you may also request the following equipment at no additional charge:

Microphone Podium Easel/Newsprint Ice Chests with ice

Ehlers Memorial Hall offers sound system, screen/projector abilities/electric piano.

If your group needs meeting space larger than what is available in your lodging area, we will provide additional meeting space at no additional charge. *Meeting area arrangements are made at the discretion of staff and will take all groups needs into consideration, groups can request specific areas and we will try to honor those requests.*

BEFORE THE EVENT...

At least **3 weeks** before the retreat, the group leader must contact the West River office by phone 410-867-0991 or by email (admin@bwccampsandretreats.com) to furnish the following event information:

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| ✓ Special dietary requests | ✓ Interest in Staff led activities |
| ✓ Handicap accessibility needs | ✓ Interest in canoes, paddleboards, and kayaks |
| ✓ Additional meeting space/campfire area requests | ✓ AV equipment needs |

* By close of business **7 days** before the retreat, the group leader must provide a **FINAL PARTICIPANT NUMBER**. **The final bill will be based on numbers provided.** After this time subtractions are not possible; additions may be added with site director approval and may incur a 10% surcharge on the additions only.

WHAT TO BRING

*** PLEASE SHARE THIS INFORMATION WITH ALL MEMBERS OF YOUR GROUP***

Guests should provide their own twin size bed linen/sleeping bag, pillow and personal care items (towel, wash cloth, soap, shampoo, etc.). West River does have a small supply of linens in the event a guest forgets to bring them. A nominal fee will be charged to offset the cost of laundering.

There is no Nurse on duty. Groups should provide their own First Aid kit & transportation to a hospital should the need arise. We recommend group leaders have emergency contact information for all their attendees.

DO NOT bring pets, alcoholic beverages, fireworks, or illegal substances. Any group found to be in possession of these while on site will be asked to leave immediately.

WHEN YOU ARRIVE...

Notify the office upon your arrival. If no one is readily available, a sign is posted to direct you to your lodging facility. Please allow a few minutes shortly after your arrival for one of the West River Center staff to welcome your group and provide information regarding procedures and general information about the site.

DURING YOUR STAY...

We ask that all guests adhere to the following while at West River Center: 1) **Be kind to the people you're with.** This means extending the utmost in courtesy and respect to those with whom you share the site. 2) **Be kind to the place where you are.** This means caring for the buildings and grounds, using equipment appropriately, and respecting the facilities and grounds around you. **If you need to post items on walls or doors, PLEASE use only blue painter's tape.** Duct tape and regular masking tape damage the finishes on doors and walls. Remove ALL tape and residue before you leave.

Park vehicles in the main parking lot and overflow lot (at pool) only. West River cannot be responsible for damage to vehicles due to falling limbs. **The areas by the lodges are designated as *Loading and Unloading ONLY*.**

West River Center recycles! Please make use of the recycling receptacles in each building.

WHEN YOU LEAVE...

Prior to your departure, spend a few minutes gathering the trash generated by your group. Place it in a large bag and leave it by the back door. **DO NOT** place trash outside except in the dumpster in the main parking lot. We would ask that you take any potentially smelly trash (leftover food, snacks) to the dumpster. Please close all windows and turn off all lights.

2025 West River United Methodist Center Rates

The West River United Methodist Center is located 15 miles south of Annapolis on the waterfront, just off the Chesapeake Bay. The Center is owned and operated by the Baltimore-Washington Conference of the United Methodist Church.

REQUIRED MINIMUMS: Any group with less than the stated minimums will be charged at rates based on minimum occupancy.

Friday & Saturday Nights		Sunday-Thursday Nights (if extended weekend)	
Retreat Center (full weekend* only)	20 people	Retreat Center	18 people
Lodges	10 people	Lodges	8 people
Kahlert House/Baker House	2 nights required		

Note: Please check the back of this page for guidelines for the usage of more than one facility!

***Full weekend:** 2 nights lodging and 5 meals (breakfast, lunch, and dinner on Saturday and breakfast and lunch on Sunday.)

FULL WEEKEND RATES (per person)		United Methodist	Other
	Retreat Center	\$177.00	\$191.00
	Lodges	\$138.00	\$152.00
COST BREAKDOWN (per person)			
Lodging Per Night	Retreat Center (1 st night)	\$53.00	\$57.00
	Retreat Center (Add. Night)	\$50.00	\$55.00
	Lodge (1 st night)	\$37.00	\$42.00
	Lodge (2 nd night)	\$27.00	\$31.00
Meals	Breakfast	\$13.00	\$14.00
	Lunch	\$15.00	\$16.00
	Dinner	\$17.00	\$18.00
	Sunday Noon Meal	\$16.00	\$17.00
Kahlert House/Baker House (flat rate / per house)			
Weekend/Holiday (2-night minimum) - \$350		Weekdays - \$150 per night	

Daily User Fee: \$5.00 per person joining your retreat for the day. *(Meals are additional)*

Family Rates: Retreats with parents/children. *Youth groups with parent chaperones do not qualify for family rates.*

FAMILY RATES (FULL WEEKEND ONLY) (per person)		United Methodist	Other
Retreat Center	Ages 18 and over	\$177.00	\$191.00
	13-17	\$167.00	\$181.00
	4-12	\$157.00	\$171.00
	3 and under	<i>Free</i>	<i>Free</i>
Lodges	Ages 18 and over	\$138.00	\$152.00
	13-17	\$128.00	\$142.00
	4-12	\$118.00	\$132.00
	3 and under	<i>Free</i>	<i>Free</i>

DAY MEETINGS - One-day retreats on the weekends may only be booked **within 8 weeks of the event**. Midweek events can be booked further out.

Day meeting guests are welcome to join us at meals, if we have meal service for other groups at that time, see meal prices. For day groups wanting meal service when we do not have other groups on site, there will be a 20-person minimum for meals.

BUILDING	FEE <i>(This does not include meal service)</i>
Full Ehlers Memorial Hall	\$300
Half Ehlers Memorial Hall	\$150
Retreat Center	\$200
Sally Ransom Knecht Room	\$80
Nature Center / Lodge	\$75

Other Opportunities at West River!

OUTDOOR EVENTS

Please call our offices for full details about outdoor rentals for church gatherings, family reunions, campfire rentals, etc. Booking dependent on schedule and not offered year-round.

ACTIVITIES AT WEST RIVER: If your group is planning on scheduling any staff-led activity, **3 weeks' notice** needs to be given to the West River Center. We cannot guarantee staff availability if we do not receive this notice. However, we will try to accommodate your group as best as possible. Send requests to assistantdirector@westrivercenter.org

CLIMBING WALL offers two sides to climb varying difficulty levels with inclines and holds, the third side is a climbing cargo net. Individual challenge activity as there is 1 climber per belayer at a time. <i>Led by two certified staff belayers.</i>	\$15 per person. Minimum of 10 persons required. <i>Session Length dependent on total number of participants, estimate at least 60 minutes/per 10 participants.</i>
GIANT SWING raises each participant up to their comfort level from 12 ft to 45 ft above the ground before participant pulls the release and swings through the air. <i>Led by certified staff.</i>	\$15 per person. Minimum of 10 persons required. <i>Session Length dependent on total number of participants, estimate at least 60 minutes/per 10 participants.</i>
CORINTHIAN TRAIL is a low ropes challenge course where each team works together to overcome obstacles and solve challenges while learning to listen, communicate and build their team. <i>Led by certified staff.</i>	\$15 per person. Minimum of 1 group required. Group size minimum of 6, maximum of 15. <i>Session Length estimate at least 90 minutes/per group.</i>
BUNGEE TRAMPOLINE offers 2 – 4 participants at a time, each harnessed in and jumping on their own trampoline. <i>Led by certified staff.</i>	\$10 per person. Minimum of 10 persons required. <i>Session Length dependent on total number of participants, estimated 45-60 minutes/per 10 participants.</i>
ARCHERY RANGE offer participants of all ages to learn how to hold a bow, aim and shoot arrows at targets. Range offers space for 3 archers at a time and participants can try multiple times. <i>Led by certified staff.</i>	\$15 per person. Group size minimum of 6, maximum of 15. <i>Session Length estimate at least 60 minutes/per group.</i>
CANOES & KAYAKS & Stand-up PADDLEBOARDS Note: The West River Center does not provide supervision for waterfront activities. Groups are expected to provide their own experienced water activity supervisors.	\$10 watercraft/per hour. <i>All participants are required to wear personal flotation devices, provided by camp, and use appropriately provided paddles/oars.</i>

REQUIRED MINIMUMS FOR FACILITIES

Facility(s)	Required Minimum	Facility(s)	Required Minimum
1 Lodge	10	Retreat Center	24
2 Lodges	26	RC + 1 Lodge*	44
3 Lodges	51	RC + 2 Lodges*	66
4 Lodges	76	RC + 3 Lodges*	91
5 Lodges	101	RC + 4 Lodges*	116
		RC + 5 Lodges*	141

When booking the Retreat Center with another building, the first 40 people or actual number staying there (whichever is higher) will pay the Retreat Center Rate.

If more than one facility is used, the group will pay for the minimum number for each facility or the actual number of guests staying there, whichever is higher. If a group books multiple facilities and then cancels a facility the portion of the deposit for that facility is forfeit.

PAYMENT POLICIES

- A non-refundable, non-transferrable deposit of 20% of your estimated bill is required within three weeks after the reservation is made to secure reservation. A second deposit of 30% will be due 90 days prior to the event. If the reservation date and event date are less than 3 months apart then a 50% deposit will be required.
- **Cancellation Policy:** We ask for cancellation via email and phone. The deposit is non-refundable and non-transferrable so any funds paid toward your event will be kept if cancellation occurs. Cancellations within 7-days prior to the event will be responsible for the full bill.
- **Downsizing Policy:** For groups with multiple buildings booked that need to drop some buildings from the reservation, group will lose the deposit associated with the cancelled buildings (overnight and meal charges) based on the minimum number required for that building, proportionally with the deposit on file.
- **The final bill will be based on the number reported 7-days prior to the retreat, groups are responsible for the full bill from this point on; after this time subtractions/cancellations are not possible; additions can be added with permission from the site director and may incur a 10% surcharge on the additions only.**

- Final payment is required at time of retreat. Late fees of 5% a month will be charged.
- Payments by cash, checks and credit card are acceptable. All credit card charges will have an additional 3% processing fee added. All cards are processed through the Office of Retreat and Camping Ministries.
- Any damages will be billed separately.
- If our site staff deem it necessary to close due to the safety of our guests/property, (generally due to severe weather conditions/state recommended health closures) then that decision will be made in a timely manner to give guest groups enough notification; generally, 24-48 hours in advance when we are able. If the site officially closes, then we will work with your group to reschedule the event and move any deposits to the new date. If our site remains open but the group decides to cancel, then you will forfeit any deposit funds and may have additional fees if food has been ordered for the group.

FEES ARE SUBJECT TO CHANGE. Please direct questions about fees and reservations to the Retreat and Camping Ministries Office: 410-867-0991 or 800-922-6795 or admin@bwccampsandretreats.com.