Holmes Camp & Retreat Center
Booking Guide

PLEASE REVIEW THIS CAREFULLY, AS SOME PRICES AND POLICIES HAVE CHANGED.

Holmes Camp & Retreat Center sits on over 500 acres of hills, forest, and wetlands in the Hudson Valley, less than two hours from New York City. Facilities include a small conference center with lodging, dorms, cabins, outdoor and indoor meeting spaces, and rustic youth summer camp facilities. Four lakes and over fifteen miles of trails onsite, as well as nearby landmarks and state parks provide ample opportunities for recreation and renewal.

Our core values—faith, education, conservation, community, recreation, hospitality, and renewal—guide us in serving individuals, churches, nonprofits, and other groups as we carry out our mission of:

Educate | Empower | Renew

A central part of carrying out that mission is empowering churches, youth organizations, and other non-profits in their own mission by offering comfortable and affordable lodging, meeting space, and programming support for their own programs and retreats.

Holmes Camp & Retreat Center is a ministry of the Presbyterian Conference Association, and is affiliated with the Presbyteries of Long Island, Hudson River, and New York City of the Presbyterian Church (U.S.A.). Your group does not need to be associated with the Presbyterian church or identify with a faith to attend. In addition to faith affiliated groups Holmes Camp & Retreat Center serves nonprofits, community organizations, scouting groups, and values compatible social groups and corporate clients.

General Booking Policies

- Final numbers and reservation details, including dietary restrictions for groups who have purchased meals and conference room set up, are due no later than two weeks prior to arrival.
- Bookings are typically a minimum of two nights. Exceptions considered on a case-by-case basis and may carry an additional fee.
- Check-in time is 4:00pm. Lodging check-out is 10:00am. When available, early check-in or late check-out must be arranged during the reservation process.
- Lodging facilities are booked for the full duration of your event; there is no discount for part-time attendees.
- Youth events must maintain a ratio of 1 adult leader per 8 youth participants. Compliance with any applicable New York State laws, guidelines, or permitting for youth activities are the sole responsibility of the group and not Holmes Camp & Retreat Center.
- Overnight guests cannot exceed the maximum lodging occupancy of a facility, determined by bed count: 1 person per twin or cot size bed, and 2 people per full or queen size bed.
- The User Group will provide Liability Insurance Coverage. Certificate of Insurance (COI) naming Holmes Camp and Retreat Center (PCA, Inc.) as an additional insured must be submitted to Holmes at least two weeks prior to arrival.

- Pets are not permitted unless they are a ADA Certified Service Animal. (We should be notified in advance.)
- All arrangements relating to a group or event are to be included on a single contract and facilitated by a single primary contact.
- Contract holder must be 21 years of age.
- Published rates are not guaranteed until confirmed with a contract.
- A non-refundable deposit of 15% is due with your signed contract.
- An additional 25% is due six weeks before arrival. The remaining balance is due one week before arrival.
- An additional fee will be charged for damage or for spaces left unnecessarily and excessively dirty.
- All groups affiliated with The Presbyterian Church (U.S.A) are eligible for a 10% discount upon request.

The Agape Center & Vinik Hilltop

Situated near each other with hotel-style guest rooms with private bathrooms. Beds are pre-made and towels are provided. High speed WiFi is available in all rooms. Both buildings have access to outdoor campfire areas.

The Agape Center was built in 1983 and has 10 bedrooms. Each bedroom has two full size beds. One additional accessible room with a roll-in shower may be available with advance notice. Cots may be available in some rooms for an additional charge.

Vinik Hilltop opened in 2021 and has 10 bedrooms. Bed configurations vary, and adjoining rooms are available. Two accessible rooms with bathtubs and transfer benches are available.

Guests are asked to strip their beds at the end of their stay. Rooms do not include hair dryer, microwave, refrigerator, phone, or television.

There is a 5 room/2-night minimum for group rentals.

Standard Rates:

The Agape Center	11 Motel Style Rooms	$155/room per night - Single or Double Occupancy
Vinik Hilltop	10 Motel Style Rooms	$170/room per night - Single or Double Occupancy

Rooms with 2 full-sized beds, may accommodate a 3rd or 4th guest. Each additional guest is $25 per person/per night.

The Nunemaker Center

Self-contained dormitory that sleeps up to 76 and includes combined meeting and dining spaces, high speed WiFi, woodburning fireplaces, and shared bathrooms. Twelve bedrooms include 36 cot-over-twin bunkbeds, 4 cot-over-full bunkbeds, and four twin size beds in a variety of configurations. Nunemaker also includes an outdoor campfire area.

Nunemaker is booked in its entirety and has a 30 guest/2-night minimum.

Nunemaker has an equipped commercial kitchen with range, ovens, commercial dishwasher, and reach in fridges and freezers. Use of the kitchen is provided by request at no additional charge. Gas or charcoal grill available on request. Kitchen is to be left clean, including dishes and floors.

Bedding and towels are not provided, but may be rented. Guests are asked to leave the building broom clean*.

Standard Rates:

Nunemaker	$48/person per night
Minimum Nightly Charge (30 people)	$1,440
Bedding Rental (optional)	$20/set (fitted sheet, flat sheet, pillow, pillow case, blanket)
Towel Rental (optional)	$5/set (bath towel, hand towel, washcloth)

**Swept and free of trash and other items. If the kitchen is used, we ask that is thoroughly cleaned.*

Hayden and Steidl Cabins

Self-contained cabins with combined meeting and dining spaces. Each cabin has a kitchen with a fridge/freezer combo, microwave, sink, stove, and basic cooking ware. Kitchens have basic pots, pans, and cooking utensils. Plates and silverware are not provided. Gas or charcoal grills are available on request. Both cabins have access to outdoor firepits.

Steidl Cabin sleeps 16 people in four bedrooms with bunkbeds. Each bedroom shares a Jack and Jill bathroom with one other bedroom. Steidl includes a large, covered porch that can seat up to sixteen.

Hayden Cabin sleeps 20 people in four bedrooms, each with two bunk beds and a single bed and its own bathroom.

Bedding and towels are not provided, but may be rented. Guests are asked to leave the cabins broom clean*.

Standard Rates:

Steidl Cabin	$430/night
Hayden Cabin	$538/night
Bedding Rental (optional)	$20/set (fitted sheet, flat sheet, pillow, pillow case, blanket)
Towel Rental (optional)	$5/set (bath towel, hand towel, washcloth)

**Swept and free of trash and other items. If the kitchen is used, we ask that is thoroughly cleaned.*

Meeting Spaces

Meeting spaces are available in The Agape Center, Vinik Hilltop, and at the Westminster Lodge.

The Westminster Lodge is a large, rustic hall on the shores of Westminster Lake, and features a stage, a large fireplace, a large outdoor picnic area, and restrooms.

Robinson features a pavilion with bathrooms, charcoal grills, a large fireplace, an outdoor picnic area, and a lakeside outdoor chapel. Tent camping is also available at Robinson.

One complimentary meeting space—typically in the same building—is included at no charge with the rental of five rooms in The Agape Center or Vinik Hilltop. The rental of 10 rooms in either building will include all meeting spaces in the building (meeting spaces do not include the main dining room).

Additional meeting space, meeting space for groups lodged in other buildings, and day-use of meeting spaces is considered based on availability; lodging groups will have priority in scheduling of meeting spaces. Meeting spaces for groups lodging on site will be reserved for the duration of the event, using the group's regular check-in and check-out times.

A single set-up is included with each meeting space. Additional set-ups and teardowns are available for a fee. Please inform Holmes of your set-up needs at least two weeks prior to arrival.

Standard Rates

Building	**Meeting Space**	**Capacity**	**Daily Rate**	**Notes**
Agape Center	Charlotte's Room	50[1]	$250	Includes Kitchenette
Agape Center	Mezzanine Library	40[1]	$200	Includes Kitchenette. Includes a sitting area with couches.
Vinik Hilltop	Conference Room	50[1]	$250	
Vinik Hilltop	Board Room	10[2]	$150	
Westminster Lodge	Lodge	200+[1]	$600	Includes picnic area
Westminster Lodge	Outdoor Picnic Area	100+[3]	$300	Outdoor area & restrooms only
Robinson	Outdoor Picnic Area with Pavilion	30+ Under pavilion 100+ Outdoors[3]	$150	Pavilion includes fireplace and restrooms
Robinson Camping	Camping w/ Pavilion	100+ Outdoors[3]	$10 per person/per night	With 15 guests, Pavilion is complimentary
Other	Additional Setups	-	$50hr	Charged per man-hour

All indoor meeting spaces are equipped with tables and chairs. Meeting spaces in The Agape Center and Vinik Hilltop also include projection screens, whiteboards. Sound equipment and projectors (require HDMI or VGA connection) are available on request. Printers, laptops, fax machines, etc. are not provided.

Set-up requests and requests for AV equipment must be submitted two weeks prior to arrival to guarantee availability.

[1] *Theater style set-up. Other setups will impact capacity*

[2] *The Vinik Board Room is set up with a meeting table and rolling chairs. Can be set up for 6-10 individuals at the meeting table, plus very limited observers on the perimeter of the room.*

[3] *The picnic area includes wooden picnic tables with benches.*

Meal Service

The dining hall at The Agape Center can provide delicious, fresh-cooked meals for guest groups on the property. Breakfasts are typically served buffet style, and include a hot entrée and sides, as well as coffee, oatmeal, yogurt, cereal, and a toast station. Lunches and dinners may be served buffet or family style, and include a hot entrée, sides, and salad bar. Dinners also include dessert. Custom menus are typically not available.

A meal plan is required for groups staying in The Agape Center or Vinik Hilltop. Meal plans are optional for groups staying in Nunemaker or cabins. Meals are also available for day groups. Meals are scheduled as part of your contract.

Changes to meal schedule may be requested up to 30 days prior to arrival, and will be accommodated as able. Rates are per person per meal, no charge for children 3 and under.

Typically a minimum of 12 people is required to schedule a meal.[1, 2]

Time	**Meal**	**Adults (age 13+)**	**Children (4-12)**
8:00 AM	Breakfast	$15	$11.25
12:00 PM	Lunch	$18	$13.50
6:00 PM	Dinner	$25	$18.75
	Total Daily Cost	**$58**	**$43.50**
9:00 AM	Sack Lunch	$13[3] (all ages)	

Holmes Camp & Retreat Center can accommodate limited dietary requests, including vegetarian, vegan, gluten-free, and non-dairy. Such dietary requests must be communicated to Holmes at least two weeks prior to arrival. Additional allergies, intolerances, and preferences will be accommodated as able. However, kitchen facilities are not allergen free; even with extensive employee training there remains the risk of contamination. Additionally commercial food manufacturers may also change the formulation or handling of foods at any time. Guests should direct any questions about allergens or ingredients in our menu items to food service staff.

External catering may be allowed on a case-by-case basis. It is the guest group's responsibility to ensure that the caterer is compliant with all applicable laws, health and safety guidelines, and permitting. The caterer must provide Holmes Camp & Retreat Center with a certificate of insurance and a copy of their ServSafe Manager Certificate or equivalent.

[1] *Groups of less than 12 people may request to join already scheduled meals when available.*

[2] *On a case-by-case meal service for less than twelve people may be available for a fee. This must be arranged in advance.*

[3] *Sack lunches are to be picked up in the dining hall unless otherwise arranged. Sack lunches typically include a sandwich or wrap, beverage, chips, whole fruit, and cookie or granola bar.*

Snack & Beverage Service

Additional food service options may be available with advance arrangement. These must be arranged at least two weeks prior to arrival and require a minimum of ten people unless otherwise noted. Items are typically delivered to your meeting space at pre-arranged times of 10:00 AM, 3:00 PM, or 7:00 PM.

Beverages

Beverage Service	$6.00/person	Regular and decaf coffee, hot water, assorted teas, creamer, sugar, sweetener, and cups delivered to your meeting space. Includes refills. If your reservation includes a meal plan coffee and tea are available in the dining hall at no additional charge.

Snacks & Treats

S'mores	$3/per person	We provide chocolate bars, graham crackers, marshmallows and sticks.
Charcuterie Board	$8.00/person	A selection of meats and cheeses, crudité, and fresh fruit.

Other Amenities

Free Wi-Fi is available at The Agape Center, Vinik Hilltop, and the Nunemaker Center. For groups with meal plans fresh coffee is available in the dining room 7 AM – 7 PM. Hot water for instant coffee, teabags, and hot chocolate are available all day.

A vending machine with snacks and soda/iced tea is available in the Agape Center lobby. There is also an ice chest with complimentary bags of ice.

Holmes Camp & Retreat Center occupies over 500 acres of forests, fields, and ponds and is home to approximately 15 miles of marked hiking trails ranging from primitive, un-kept footpaths to broad trails with improved surfaces. Outdoor spaces are available for many types of activities and events.

Holmes memorabilia, as well as toiletries, books, games, stationery, essential outdoor gear, snacks, and more are available at the Holmes Store at The Agape Center. Store hours vary and will be posted at check-in.

Other items are available on a first come-first serve basis at no charge, including:

Highchairs
Iron/Ironing board
Tablecloths
Extension cords and surge protectors
Lecterns/podiums
Shower chairs/benches
Projector/Screen
PA System
Bluetooth Speaker
Bibles (NRSV) & Hymnals
Easel with notepad

Programs & Activities

Holmes Camp & Retreat Center offers a variety of programs and activities for your group during your stay. Activities available vary depending on season, staffing, group size and ability.

Facilitated activities can include:

Boating on Westminster Lake Canoes, Kayaks and Rowboats	$50 per hour/up to 25 guests Two-hour block recommended.
Guided Hike or Nature Walk	$50 per hour/up to 25 guests
Team Building Dependent on availability of Facilitator	$50 per hour/up to 25 guests Two-hour block recommended.
Archery *Booked separately from reservation contract*	$Prices Vary based on Group Needs

We can work with you to adapt most activities to support your group's goals and outcomes. Please inquire about what is available during your stay.

Because many activities require special staffing or materials we encourage you to book as far ahead of time as possible. Activities may not be booked less than three weeks before arrival.

Self-Guided Activities Include:

Campfire	Campfire Rings at most lodging and meeting spaces
Hiking	See trail map on our website
Basketball	Heckscher Field
Volleyball	Heckscher Field, Steidl, Robinson Pavilion
Gaga Ball	Playing Field at Cabins
Pickle Ball	Heckscher Field
Fishing	Westminster Lake and Denton Lake (with NYS Fishing Lic.)