



# *Retreat & Event Planning Guide*

## ***Our Mission:***

Feliciana Retreat & Conference Center provides opportunities to experience growth individually and in community while separated from the distractions of life

### **Address:**

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# Welcome!



Welcome to Feliciana Retreat and Conference Center's **Event and Retreat Planning Guide!**

The information we provide in the following pages will explain the range of facilities and services available at our Center. The information you provide will help us to provide the best experience at the most effective price-point based on your specific needs and schedule for your retreat or event. We hope you'll find this guide to be an informative and helpful tool as you plan your event.

**"IF IT'S WORTH DOING..." – IT'S WORTH PLANNING!**

The old saying, "If it's worth doing, it's worth doing well!" is certainly true when it comes to planning an event or retreat. Our goal is to provide outstanding hospitality with attention to the needs of our guests as we provide facilities and services for retreats and events. To help us attain that goal, we encourage you to do some goal setting and planning for your event, and then share that information with us. One of the most common stresses on an event or retreat is caused by a lack of advanced planning and sharing of that plan. We recommend that the primary person responsible for planning the event or retreat create an event timeline as soon as possible. An event timeline may look like the following example:

## Event/Retreat Planning Timeline

Name of Event: \_\_\_\_\_

Time	Action/Task List
12months out	Set date, secure retreat/event location, secure retreat/event leadership (speakers, musicians, etc.), secure a planning team to plan various aspects, pay any necessary deposits
9 months out	Initial Promotion/Save the Date Information
3 months out	Receive registrations (remember to ask about special needs, including food allergies, etc.)
1 month out	Communicate final numbers to host site
1-2 weeks out	Send reminders, final information to participants, etc.
Day Before/Of	Arrive early, coordinate any final details with host site, prepare to welcome participants (name tags, room assignments, etc.)
ENJOY	ENJOY THE EVENT - and the rewards of good planning
After the Event	Pay Final Invoices, Thank Participants for Attending, Thank Leadership for Leading, Thank Planning Team for Planning, EVALUATIONS of the event, Set date for next year!

Of course, your planning timeline may include more details specific to your event. Be sure to assign tasks with a name and a completion date.

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*The following pages provide specific information about our facilities and services and request information about your retreat or event that can help us in contracting your event.*

## PLANNING WITH US

*Included in this packet you will find a rate sheet for our facilities and services. These rates represent the average fees for food, lodging, and other service for average-sized groups we host for day events or weekend retreats. Many of the a la carte fees (such as meeting space, campfire areas, etc.) are included in the lodging fee for groups spending the night. Meal prices are based on full-menu hot meals. Along the way, we have learned that the needs of every group are different. In some cases, extra fees are necessary for extra set-up or services. In many cases, we can often help groups create a customized package that meets their needs while reducing the overall costs, including considerations for multiple night stays, group size, etc.*

## TELL US ABOUT YOUR EVENT OR RETREAT – GENERAL INFORMATION

Type of Event: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Address: \_\_\_\_\_ Website: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Email: \_\_\_\_\_ Cell Phone \_\_\_\_\_

This group is: (choose one)

- a church organization
- an educational institution
- a non-profit organization
- Other: \_

### When would you like to hold your event/retreat?

First Choice                      Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

Second Choice: Arrival Date \_\_\_\_\_ Departure Date \_\_\_\_\_

**Total number of days for this event:** \_\_\_\_\_

**Total number of guests anticipated:**                      Overnight Guests # \_\_\_\_\_ Day Guests Only# \_\_\_\_\_

**Will there be any children four years old or younger in your group?**  Yes  No **If yes, how many do you expect?** \_\_\_\_\_

**Our normal check-in time is 3pm on arrival date, and check-out is 11am on departure date.**

In some cases, we are able to allow early arrival and/or late departure. Additional fees may be required for these special arrangements.

**Will your group need early arrival or late checkout?**                      **Early Arrival**                       **Late Check-out**

**TELL US ABOUT YOUR EVENT OR RETREAT – CONTINUED**

**FACILITIES AVAILABLE FOR MEETING AND LODGING**

(For occupancy and description of facilities, please see page 5)

**Our group would like to use the following (choose all that apply):**

**[NOTE - on Housing facilities overnight guests have priority]**

**Lodge Rooms**  **Log Cabin**  **Overnight**  **Day Use**  **Overnight**  **Day Use**  **Overnight**  **Day Use**

**Cottages**  **Overnight**  **Day Use**  **Overnight**  **Day Use**

**MURF B/Bunkhouse**  **Cabins**

**Delta Room**

**Lakeview room**

**Barton Hall**

**Hickory**

**MURF A**

**Outdoor Worship**

**Are there any other areas of the camp property your group would like to use, other than the ones listed above? Please describe below. (Refer to page 5. Additional fees may be required.)**

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**FOOD SERVICE**

**Will your group require our food service during your event/retreat?**

(Note, due to LDH and Insurance regulations, our commercial kitchen is not available for groups to use to prepare their own meals.)

**Yes**  **No**

**Which meals will your group be eating?**

**Breakfast (8:30 a.m.)** \_\_\_\_\_ **How many Days?** \_\_\_\_\_

**Lunch (noon)** \_\_\_\_\_ **How many Days?** \_\_\_\_\_

**Dinner (6 p.m.)** \_\_\_\_\_ **How many Days?** \_\_\_\_\_

**Will your group require snacks or other food outside of normal mealtimes?** **Yes**  **No**

**If yes, please describe what you'd like in the space below.**



**ACTIVITIES**

**Will your group be utilizing our waterfront for any water-related activities?** Yes  No

**If yes, check any that apply.**

Swimming                       Canoe/Kayaks                       Other       specify \_\_\_\_\_

**Lifeguards are required for all water-related activities. Would you like for us to provide a lifeguard(s)?**  
Yes  No

We can arrange a lifeguard for your event/retreat. However, if you would like to provide your own guard, they must present a current Red Cross lifeguarding certificate before the group will be allowed to participate in water-related activities. The number of guards required depends on the number of participants and which activities they will be participating in. Please contact us for more information.

**Would you like for us to provide instruction and program in Archery?** Yes  No

**Would you like for us to provide Team Building or Leadership Training?** Yes  No

If yes, which one?

Initiatives and props                       Low ropes challenge course                       Rockwall/Zipline

**YOUR GOALS**

During our Event or Retreat, we would like to:

- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

*Please provide a sketch of your event or retreat schedule in the space below. You may use an additional sheet if you require more space.*

## DISCRIPTIONS AND PRICES

A special place set apart to nurture and revitalize the Christian growth of individuals and the mission of churches and organizations. Feliciana Retreat & Conference Center provides a serene setting with facilities for various churches and organizations to host workshops, conferences, retreats, seminars, and camps. A beautiful lake, pond, wooded hills, and meadows provide opportunities for a variety of contemplative and recreational opportunities. Open year round with a variety of lodging accommodations and recreational opportunities, Feliciana Retreat & Conference Center is a non-profit organization.

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**Main Lodge - 23 Rooms - Each with Private Bath and Individual Heating and Air Unit.** Accommodates 42 with two per room (doubles) and two additional rooms with a queen-sized bed (single or double occupancy) or 68-70 capacity - 66 in double, triple, and quadruple rooms plus two queen-sized bedrooms (single or double occupancy). Most rooms have one bunk bed and one twin bed, four rooms have two bunkbeds, two rooms have two twin beds, and two rooms have one queen bed (one is ADA accessible with roll in shower. For 5 nights or more we may be able to negotiate a lodging discount, depending on the size of the group and housekeeping needs.

Single Occupancy	\$62.00 per night per person	Linens, pillows, and towels included
Double Occupancy	\$52.00 per night per person	Linens, pillows, and towels included
Multiple Occupancy (3-4)	\$42.00 per night per person	Linens, pillows, and towels included

### **Main Lodge Meeting Rooms - Lodge Guests**

#### **Delta Room - Maximum seating - 80 Comfortable Conference Chairs - Other Set Ups Available**

\$5.00 per person per day (Minimum \$150.00) Deposit \$150.00.

#### **Lakeview Room - Round Table seating 25 at \$5.00 per person per day (\$100.00 minimum)**

Day Only Conferences with Meals subject to availability.

#### **Log Cabin (Total Capacity 21) - 2 Bathrooms - Central Heat and Air - Three Downstairs Rooms and a Loft**

*A House for ALL Seasons!* Features a spacious kitchen, dining room and a large living room with a cozy wood stove. Large front porch and picnic tables. Maximum bed capacity 21 (eleven downstairs and ten upstairs).

\$52.00 per night per person with linens provided (minimum of nine people/\$468.00). \$45 per night per person no linens provided (minimum of nine people/ \$405.00) Minimum Deposit \$468.00/\$405.00 or 50% of total estimate whichever is larger.

#### **Glencoe Cottages - Three Cozy Cottages with Bunk Beds - Individual Heating and Air Units**

Maximum Accommodations - 54. Each Cottage has two rooms with nine per room (four bunk beds and one TwinBed) 18 per building. Each Room has a private bath with a separate vanity area as well as a heating and air unit.

Without linens, towels, or pillows - \$35.00 per night per person - Minimum \$350.00 - (five per room) Deposit 50%  
With beds made and one set of towels per person - \$48.00 per night per person - Minimum \$480.00 - Deposit 50%  
A fourth cottage is a meeting/activity room - \$3.50 per person (\$77.00 per day minimum).

#### **Barton Hall - Conference/Activity Room for Lodging Guests - Conference or Church Style Seating for 115.**

Central Heat and Air - Sound system and audio-visual aids available - not a dining facility - receptions considered.

\$5.00 per person per day - Minimum Deposit - \$200.00

Day groups subject to availability - preference given to Lodging Guests.





**Campground** – Perfect for Youth Camps – Day use – Call for a quote.

**Tent Camping** - \$10.00 per night per person (includes bathhouse)

**Cabins** – Air-conditioned Cabins – Our three new cabins - \$18.00 per night per person. Each sleep eight (4 Bunk Beds). Camp Mattresses. No linens provided (bring your own). Minimum \$288.00 per night (charge for 2 cabins). No toilet, but the bathhouse is located at the campground and included at no extra charge. Payment in advance.

**MURF B (Multi Use Recreational Facility) – Bunk House.** \$20.00 per night per person. Central air and heat. Sleeps twenty in main room plus four more in a separate counselor room (2 bunk beds). One toilet and three lavatories for overnight. Bathhouse is nearby and included in rental. Minimum of \$200 per day minimum. Request a quote for three or more nights. Payment in advance.

**MURF A (Multi Use Recreational Facility)** – \$100.00 per day per group. Features a full kitchen. Air conditioned. Tables and chairs available. Payment in advance.

**Bathhouse** – Convenient to the Campground with separate girls and boy’s side. Sinks, toilets, and showers with hot water. Available with group reservations of Hogans, Cabins and Bunk House (MURF B). Extra for day only group picnics.

**GENERAL – Use of the grounds are free to overnight guests.**

**Day Groups** - \$5.00 per person for day groups in addition to cost of facility or scheduled recreation. (Minimum of ten guests). Reservations subject to other overnight bookings.

**Reserved Campfire Locations** - \$20.00. Complementary to overnight groups with twenty or more guests.

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**Meals:**

**Breakfast - \$9.00**

**Lunch - \$12.00**

**Supper - \$14.00**

All meals are served in the Main Lodge Dining Room and are available to Overnight and Day Guests of Feliciana Retreat & Conference Center. The minimum for meals is twenty meals per reservation regardless of the number of registrants. If another group is booked for meals at the same time, we will consider a smaller reservation. We would be glad to serve your smaller group but there will be an additional charge. Please inquire.

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**Recreation** – Two-week notice for scheduling and subject to available staff.

**Rock Wall/Zip Line** \$15.00 per person (minimum 10 people)

**Challenge Course** \$15.00 per person

**Swimming** – just outside the Main Lodge is a beautiful spring-fed pond called “The Dip.” \$50.00 per hour per group.

**Iceberg** – Is located in “The Dip” subject to availability. Groups over 30 people will require an additional lifeguard at \$20.00 per hour per group. Cost for Iceberg is \$50.00 per hour per group.

**Canoeing, Kayaks, Archery** – Each is \$50.00 per hour per group. Larger groups usually require more than one hour per group.

**Volleyball, Frisbee, Gaga Ball and use of the Ball Field** are complementary to overnight guests and day groups.

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Bags of ice available for day and overnight guests at \$2.00 per bag subject to availability.



Lodge



Cottages



Log Cabin



MURF B/Bunkhouse



Cabin

\*\*\*\*\*NOTES\*\*\*\*\*

Lined area for notes with horizontal lines.