

# Rowe Camp and Conference Center

## GROUP RENTAL INFORMATION

Thank you for your interest in renting Rowe Camp and Conference Center for your conference or group event. Enclosed you will find the information you need to determine if our facility will meet your group's needs. Our standard conference package takes into consideration what has worked successfully for the last twenty years. It is what we recommend. We can also design other packages for you, in order to meet your needs. This rental packet will include answers to the most commonly asked questions about renting at Rowe, a rental questionnaire, housing worksheet, and contract. Rental dates will be confirmed upon receipt of the contract and deposit. If you have any further questions, please call us at 413-339-4954, or e-mail [retreat@rowecenter.org](mailto:retreat@rowecenter.org).

## WHAT IS ROWE CAMP & CONFERENCE CENTER?

Rowe Camp began in 1924 as a Unitarian camp for teenagers. In 1973 we bought the farmhouse adjacent to the camp and began weekend retreats and conferences for adults and families. We would be happy to send samples of our programs, which are open to everyone. We are affiliated with the Unitarian Universalist Association.

## WHERE IS ROWE, ANYWAY?

Rowe is located in Northwestern Massachusetts, four miles from the Vermont border. It is off Route 2, 25 miles west of Greenfield and 25 miles east of Williamstown. We are within an hour's ride of Bennington, Brattleboro, Amherst, Northampton, and Pittsfield, two hours from Fitchburg, Hartford and Albany, three hours from Boston and New Haven and 4-5 hours from NYC.

We are about 1500 feet above sea level in the Berkshire Mountains on 40 acres of land almost surrounded by a 1400 acre town park and wildlife preserve. The park is held in trust "forever wild" and includes miles of trails (which are fine for cross-country skiing), two mountains and a lake.

## **TIMES OF AVAILABILITY FOR RENTALS**

Our space is available for rent only when we are not offering our own programming. Occasionally we are able to hold several programs at once, so please do check to see if we can accommodate your group.

### **A. Weekends**

We run workshops most weekends from September through June. These are booked from 6 to 12 months in advance. If you have a large group and know well in advance, we will consider doing the rental in place of one of our programs. Because it would preclude our doing our own programming, there are certain minimum numbers that we require (please see payment information).

If your group is small, less than thirty, we can sometimes accommodate your group and our own programming. We frequently do three programs at once ourselves and it works just fine. This is dependent on the size of the conference that we are holding and your needs around meeting space. We do not need as much advance notice for smaller groups that are sharing a space.

### **B. Summer Schedule**

During the summer, we run camp programs for kids and adults. We have a very full schedule and are not available for rentals from the last week of June through Labor Day.

### **C. Mid-Week Rentals**

From September through June, we are happy to rent our space during the week. We prefer not to do large rentals on Fridays, since we need some turn around time to get ready for our weekend programs. The easiest times for us are Sunday evening through Thursday evening, but do call to check out the possibility if you have something else in mind.

### **D. Day Rentals**

For groups within two hours of Rowe, we have had some very successful day-long retreats. They usually start at 9 or 10am with tea, coffee and coffee cake, include a morning meeting, sit-down lunch, afternoon meeting, and end with dinner or hors d'oeuvres. Getting away from the familiar workplace can enable people to see additional possibilities, envision new ways that the work can be done, and establish bonds of friendship different than those existing at work, and serve as a reminder of why people wanted to do this work. This can, we believe, quickly offset the cost of the retreat and the day that was "lost" from the office/factory/workplace.

## **SIZE OF GROUPS**

Our dining room, located in the Farmhouse, seats a maximum of 100 people.

## **FOOD**

We have a group of chefs who know our kitchen and are happy to meet your food needs. Our preference is to cook vegetarian food, though it is possible to have fish or fowl or even in some circumstances red meat. If your group is staying for a couple of days, we very much recommend that you allow your group to experience our gourmet vegetarian cooking. It is excellent and very few people who come here miss their normal diet.

Our chefs are happy to cater to special diets. If anyone in your group has special dietary needs, please have them contact us at 413/339-4954 before the event.

## **DOING THE DISHES - KP**

One of the ways we keep our rates modest is asking our guests to clean up after meals. Our kitchen has modern dishwashing and sterilizing equipment. It usually takes six to ten people from half-an-hour to forty-five minutes to clean up after a meal, depending on the size of the group. We will provide a staff person to be in charge of supervision of the process. We find that this is actually a lot easier than it sounds. K-P is a great community builder, adds to the personal and home-like atmosphere of Rowe, and can be a lot of fun. We ask our guests to do K-P every weekend and it has become quite a tradition that people look forward to.

## **STANDARD RENTAL SCHEDULE**

Based on our experience running conferences and retreats, we suggest that you begin in the evening with dinner and an introductory session. This enables your group to begin their first full day uncluttered by the uncertainties of arriving and the tensions of traveling, and makes for a more successful event.

It takes people some time to let go of whatever they are carrying with them from the busy, hectic lives that often characterize our guests.

A typical schedule looks like this:

Day 1	
Arrival	5 - 7:00pm
Dinner	7:00pm
Introductory session	8:15pm
Day 2	
Breakfast	8:30am
Morning Session	9:30am
Lunch	1:00pm
Free Time	2:00pm
Afternoon session	3:30pm
Dinner	6:30pm
Evening Session	8:00pm
Day 3	
Breakfast	8:30am
Last Session	9:30am
Lunch	1:00pm
Departure	2:00pm

We are able to change meal schedules with advance notice. Schedules need to be coordinated with the cooks in order to allow them adequate time between meals for meal preparation.

### **BEDDING**

For guests choosing to stay in either a dorm room or cabin, you will need to bring your own towels and bedding (either sheets and blankets or a sleeping bag). If you will be staying in the cabins, also bring a pillow. We have a limited number of sets of bedding that we rent for \$10. This is particularly helpful for people who arrive on buses, trains, or airplanes. As we are in the mountains, we suggest that you bring an extra blanket or two. Better to have an extra that you do not use than to be cold.

We also have private rooms available for rental. These come complete with bedding and towels.

### **OTHER THINGS TO BRING**

In addition to bedding, please bring personal toiletries, insect repellent in season, cheerfulness, an extra towel for using our sauna, warm comfortable clothes, hiking shoes, a flashlight, and a favorite cushion or other "sit-upon".

## **CLEAN-UP**

On the day you are leaving, we would like you to remove your things from your sleeping spaces after breakfast, so that we can prepare for the group that is going to arrive. We ask that each guest remove their belongings, strip their beds and place any Rowe linens in a pillowcase and leave it in the middle of the floor.

## **FACILITIES**

### **A. Workshop Spaces**

Our main meeting space is called the Rug Room. It is located in the Rec Hall. The room is 28' x 34' and has accommodated up to 100 people. If your group is doing any kind of experiential work or movement, you would need to reduce the numbers accordingly. We often use our Farmhouse living room or the Brook House living room as smaller conference rooms. Both rooms are very pleasant and cozy and can hold up to 20 people. These two spaces are generally available.

In the center of town, a short walk from the Farmhouse, is a beautiful old Unitarian Church that was built in 1907. By the 1930's there were not enough members to keep it going and so it was given to the camp. It has beautiful stained glass windows and benches that can be put in circles or rows. The chapel will seat up to 100 people. It can be a nice change from the Rec Hall for concerts or special events. The acoustics are excellent but there is not plumbing .

### **B. Small Meeting/Breakout Rooms**

There are several rooms on the campus that can be used for small groups. These rooms are flexible-use rooms. They can be used as private rooms for sleeping as well. If your group is planning to use these spaces for meetings, you will need to take that into account when assigning private rooms so that you don't reserve them for guests. These rooms are listed as such on the housing worksheet. Each room can hold 8 - 15 people if used as a meeting space. They are all located in the Rec Hall. They are as follows:

1. Ploughshares Room (capacity 15)
2. Heritage Room (capacity 10)
3. Bell Tower (capacity 8)

## **Building Descriptions**

**THE FARMHOUSE** - Our main winterized building is an old New England farmhouse, substantially remodeled to sleep 24 in comfort. In this building, we have two private rooms, and there are also 3 dorm rooms in the farmhouse. These are furnished with bunkbeds and can sleep either 6 or 8 people per room. There are two multi-stall bathrooms in the Farmhouse, and one single bathroom which is wheelchair accessible. There are showers in all of the bathrooms. The Farmhouse space also includes our office, beautiful dining room, and living room with a fireplace.

**THE ORCHARD GUEST HOUSE** - This lovely little building has four very comfortable bedrooms, one with twin beds and three with double beds. There is a living room with efficiency kitchen, a full bath, a half bath, a shower room, and an attached sauna with shower. It is simple but beautifully decorated, carpeted throughout, and has a futon couch in the living room that folds out into a double bed. There is also a spacious deck that looks out over the orchard and can be used in warm weather. The Orchard Guest House is handicap accessible.

**THE BROOK HOUSE** - This renovated house has three lovely private rooms, one with two twin beds, one with three twin beds and one with a double bed. A comfortable living room, with large area rugs, can also be used for a meeting space for up to 25 people. The babbling sounds of Pelham Brook are soothing and restful. There is a full bath shared by the three rooms.

**THE REC HALL** - We have one very large building that we call the Rec Hall. It is our main building for summer camps. It is only partially winterized and so some of the space is usable only in warm weather. The main part of the building is unheated and includes our summer kitchen and dining room, which seats about 100 people. There is an excellent stereo system and stage where Holly Near, Gordon Bok, Cris Williamson and others have offered wondrous concerts to large crowds. There is also a large art room which is also available in warmer weather.

Some of the Rec Hall has been winterized and heated. Heated space includes the Rug Room, our main conference room that has already been described. There are also six other heated rooms, three of which can be used as meeting space or private guest rooms. The other three rooms are all used for private guest rooms. There are three decks on the building, one 10' x 24' that faces ENE and one 12' x 50' that faces WSW and has a lovely view. The third is 8' x 10' and is off of one of the rooms that can double as meeting/housing space. There are three bathrooms in the Rec Hall, two have showers. The third bathroom that is located off the conference room is wheelchair accessible.

**THE CABINS AND BATH HOUSE** - We have eight summer camp cabins with five bunk beds (ten beds total) in each cabin. There are electric lights in each cabin, and a few outlets. In six of the cabins the bunk beds are new with plywood bases and mattresses, so they are firm. Three of the eight cabins are winterized with windows instead of screens and have wood stoves for heat. These three are nicely finished on the inside and are quaint and homey. These we consider heated dorm space. The other five can only be used in warm weather.

The cabins share one large modern heated bath house. It has two levels. The bottom level is wheelchair accessible, has a men's and women's room, each equipped with a shower as well as toilet and sink. The top floor also has both men's and women's room and is equipped with additional sinks and toilets. This facility is very clean, modern and toasty warm. In the warm weather, we also have a wonderful outdoor shower pavilion. It has a clear roof so that at night you can take a shower under the stars. It is not heated, though it has plenty of hot water, and is open in warm weather only.

**THE PEGGY LAURIAT MEDITATION HOUSE** - Located in the heart of our pine forest is a little meditation house named in the memory of a woman who loved Rowe Camp. This building is open for anyone's use. The donors have asked that it be maintained as sacred space, so we do not have people sleeping there. In colder months, wishing to use it includes being willing to start and maintain a fire in the small wood stove that amply heats the small room.

**THE JEFF REITER MEMORIAL SAUNA** - Across the breezeway from the Orchard Guest House is a sauna that easily holds a dozen people. It has been named in memory of Jeff Reiter. It is available to guests of Rowe Camp & Conference Center. The sauna includes a shower and a dressing room.

**LABYRINTH** - There is a traditional 7-circle labyrinth located near the farmhouse. This is a lovely place for meditation walking and being with nature.

**\*PLEASE NOTE**

Housing - There are times when some of our space may be being used for staff housing. We will confirm housing availability at the time that you make your group reservation.

Transportation - We prefer that you work out the details for transportation for your group. Information on airports and bus travel can be found in our information flyer: "We are Glad You Are Coming to Rowe". We have found that carpooling often works well and is a fine way to get people from the airport or bus station. If you are unable to make arrangements, we can pick up from the bus station in either Williamstown or Greenfield, for a fee. We can also sometimes arrange pickups at Bradley International Airport. Please advise us of any transportation needs in advance.

Cost - As times change rapidly, we have chosen to include our rates on a separate sheet. If that sheet is not included in this packet, please ask us to send it along or quote it over the phone. We do expect to be paid with one check, so your group will need a treasurer who will collect from everyone, pay us the total and account for the numbers involved. Payment must be made at time of departure. Other arrangements for payment must be agreed upon in advance.

Deposit and Confirmation of People Coming - A non-refundable deposit of 1/3 the estimated fee will be required to hold your dates open. Ten days before the rental we need to be notified of the exact number of guests.

If we hold a weekend reservation for your group in place of one of our scheduled workshops you will be responsible for paying at least the minimum fee if you should cancel after our brochure has gone to press. We regret the necessity of this strictness, but too often in the past groups have contracted for large numbers and then shown up with far fewer. We would like to continue to exist so that groups can use our facilities in the future, and suggest that you avoid last-minute cancellations by asking for a significant deposit from those who agree to come to your group.

Look Us Over / References - If you make an appointment, we will be happy to show you our facilities. We can provide names and phone numbers of people near you who are familiar with what it is like here. We can also give you names and numbers of people who have arranged rentals with us before.

Closing Words - Thank you for reading this. We hope that you will choose to have your retreat or conference with us, and encourage you to call or write with any questions that you may have, or to make reservations.

## ROWE CAMP & CONFERENCE CENTER GROUP RENTAL FEES

Rowe Schedule Rentals:

The basic rate includes 2 nights housing and 6 meals, plus the conference space and all our amenities.

	Weekend dorm	Weekend Single with shared bath	Weekend Double Per person/shared bath	Mid-week dorm	Mid-week Single with shared bath	Mid-week Double Per person/shared bath
Per Person	\$200	\$335	\$265	\$125	\$205	\$170
Per Person – UU Group	\$155	\$285	\$215	\$110	\$190	\$155
Per Person – UU Youth	\$100			\$75		

Dorm Cabins are available at a rate of \$20 less than the heated dorm rate.

### Groups of 25 or less

We generally do our own programming on weekends. We have a second smaller conference space that holds up to 25 people that we sometimes rent out. If you are renting while we are doing a program, you will be required to follow the same schedule as the program that is taking place. To insure space, it is best to make arrangements well in advance as our programming is booked 6 to 12 months ahead, but you can call anytime and check. We sometimes have cancellations or groups that are small enough that we can arrange space.

### Groups of 25 or more

In the warmer months (May, June, September, October) our chapel, which is not heated is often available for large groups. We would hold our own conference in our main building and you would be required to follow the same meal schedule as the program being held. There is no minimum fee if we are doing our own programming at the same time.

We do sometimes rent out our main conference space to large groups. Arrangements must be made a minimum of 6 months in advance. We must also charge a minimum enrollment, based on what we would expect to do if we ran a program ourselves.

Weekend Rentals that preclude our doing our own programming will be charged for a minimum enrollment as follows:

<u>Month of Rental</u>	<u>Minimum Enrollment</u>
January/February/December	60
March/April/November	70
May/June/September/October	80
July, August	no rentals

Minimum fees are based on per person charges x minimum enrollment and do not include extra charges for private rooms.

### Rental Deposit

A non-refundable deposit of 1/3 the minimum fee is due at the time of booking for programs that preclude our doing our own programming. A non-refundable deposit of \$250 is required for all other group rentals.

### Rental Cancellations

In the event your group should cancel, for any reason, you will forfeit your full deposit. If individuals cancel within 10 days of the program, after you have given us the final count, you will be charged for them. If your program is scheduled in place of a program of ours, you will be charged the minimum fee if you cancel after our brochure goes to press.

# Rowe Camp and Conference Center

## RENTAL QUESTIONNAIRE AND CONTRACT

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

Dates of Rental \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Telephone numbers:

(days) \_\_\_\_\_

(evenings) \_\_\_\_\_

(Fax) \_\_\_\_\_

Details:

Number of People Expected \_\_\_\_\_

Arrival Date \_\_\_\_\_ Time \_\_\_\_\_

Departure Date \_\_\_\_\_ Time \_\_\_\_\_

Standard Schedule: (Please make any changes needed. We will get back to you, if there is a problem).

<u>Day</u>	<u>Meal</u>	<u>Time</u>	<u>Changes</u>
Day 1	Breakfast	n/a	_____
	Lunch	12:30 pm	_____
	Dinner	6:30 pm	_____
Day 2	Breakfast	8:00 am	_____
	Lunch	12:30 pm	_____
	Dinner	6:30 pm	_____
Day 3	Breakfast	8:00 am	_____
	Lunch	1:00 pm	_____
	Dinner	n/a	_____

Special Requests:

(Over Please)

Resources:

We will need the following:

- \_\_\_\_\_ VCR
- \_\_\_\_\_ Sound System
- \_\_\_\_\_ Microphone (not usually needed unless the group is quite large)
- \_\_\_\_\_ Easel
- \_\_\_\_\_ Access to Copy Machine (copies at \$.10 each)
- \_\_\_\_\_ Slide Projector
- \_\_\_\_\_ Screen
- \_\_\_\_\_ Other Requests:

Rate per person: \_\_\_\_\_ nights: \_\_\_\_\_ meals: \_\_\_\_\_

Minimum Charge: (excluding extra fees) \_\_\_\_\_

Extra Charges:

- Private Room single occupancy \_\_\_\_\_ for \_\_\_\_\_ nights
- Private Room double occupancy \_\_\_\_\_ for \_\_\_\_\_ nights
- Extra Breakfasts (\$7.50)per person # \_\_\_\_\_
- Extra Lunch (\$10.00)per person # \_\_\_\_\_
- Extra Dinner (\$12.50)per person # \_\_\_\_\_

Deposit: \_\_\_\_\_ Date Received: \_\_\_\_\_

Other Agreements:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_