

Group Name

Arrival Date & Time

Departure Date & Time

Meeting Room(s):

Overhead Projector Yes No

**Flip Chart/
Whiteboard** Yes No

Podium Yes No

TV w/VCR & DVD Yes No

Sound System Yes No

Main meeting room includes small sound system with cordless microphone . Upper meeting room sound system limited availability upon request.

LCD Projector Yes No
Limited availability upon request

Tables Yes No

We have 4, 6 & 8 foot tables available.
Please describe where you would like tables to be located:

Chairs

Unless otherwise noted, chairs will be set up in a standard format, based on your final count, facing the front of the meeting room. Please include diagrams of alternate seating arrangements you would prefer.

Lodging Room(s):

Linens Yes No Room #(s) _____

Linens can be provided at a cost of \$7/person and include bedding & towels.
If your entire group requests linens, please include a rooming list.

Any other lodging needs we should be aware of? (ie: handicap participants, RVs)

Food Service:

Are there any adjustments you need to make to the meal times listed on your contract? Yes No
If yes, please discuss options with a Guest Services staff person.

Are there any special dietary needs we should be aware of? (ie: vegetarians, allergies) Yes No
If yes, please attach a list including first names and specific dietary restrictions.

Recreation:

Tilikum has various recreation equipment available to your group including basketballs, volleyballs, badminton, canoes, board games, ping pong, foosball, and billiards.

If you would like to participate in any of the following, please contact guest services to arrange the details.
Additional fees may apply.

- Swimming Campfire Challenge Course Climbing Wall

Optional:

*We at Tilikum are committed to pray for your group as you plan your upcoming retreat.
Please let us know if there are specific requests, needs or goals you may have.*

Please mail or fax this completed form to Tilikum no later than
Phone 503-538-2763 Fax 503-538-7536
15321 NE North Valley Rd. Newberg, OR 97132