



Berea  
**GUEST  
GROUPS**

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**LEADER  
INFO  
PACKET**

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## DEAR GROUP LEADER,

I am so glad that you are coming to Berea NH for your event! It is our desire as an organization is to aid groups in their ministry by providing a fun and welcoming atmosphere and I'm looking forward to working with you to make that happen.

The information in this Leader Info Packet is designed to help walk you through the Guest Group process and to make it as easy as possible for you to get your planning done. **Please read it thoroughly.**

I would be glad to answer any questions or to help you with your retreat details. Give me a call or send an email so I can get you the information you need. We're looking forward to having you with us!

Serving Christ,

Tony Stigler  
Guest Group Coordinator  
Berea Ministries  
(603) 431-3563  
[tstigler@bera.org](mailto:tstigler@bera.org)

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## REFERRAL PROGRAM

As the main group leader, you have the opportunity of earning \$100 by referring a new group to Berea. If you referred a group/organization, just let the Guest Group Coordinator know and after that group's retreat you will receive a \$100 check in the mail for your efforts!

## RETREAT PLANNER CHECKLIST

The following is a checklist that will help you provide us with the information we need so that we may serve your group most effectively. Please review this checklist often to make sure you meet all of the planning deadlines and set yourself reminders on your calendar, so you don't have to worry about missing any. Feel free to contact me at any time with any questions you may have.

### At Time of Reservation

- Fill out Application for Reservation completely, making sure to initial and sign.
- Send in Application along with the Phase 1 deposit of \$10/person to reserve the spaces needed. (Exception: For retreats that are reserved less than 90 days from the date of the event, both Phase 1 and Phase 2 deposits, totaling \$50/person, are required to reserve spaces.)

### 120 Days Before Retreat

- Review your numbers and contact us with any adjustments needed (availability permitting).
- Send in Phase 2 deposit of \$40/person according to current numbers.
- Also send in Phase 1 deposit of \$10/person for any additions to reservation numbers. (The total payment received by Camp Berea should equal \$50/person for current numbers.)

### 90 Days Before Retreat

- **Deadline for Phase 2 payment arriving at Camp Berea.** If your payment is not received by this date, your spaces may be lost to other groups who wish to make reservations.

### 30 Days Before Retreat

- Arrange for a Certificate of Insurance to be sent to Camp Berea. See "Sample Certificate of Insurance" form on our website. **This must arrive before the date of your event.**
- Review the [Camp Berea: Retreat Details](#) online form for any details that need to be provided.
- Start to finalize your retreat schedule and housing assignments.

### 10 Days Before Retreat

- **Deadline for submitting the online form [Camp Berea: Retreat Details](#) to Camp Berea.** Includes your final numbers, details of your retreat, housing assignments, retreat schedule and Certificate of Insurance. Your meeting room will be assigned at this time based on final numbers.

**Day Before Retreat - Deadline for the Certificate of Insurance arriving at Camp Berea.**

### Upon Arrival for Retreat

- Check in at the Welcome Center – first main building on your right.
- Pay Final (Phase 3) balance.
- Enjoy your event!

### Before Departing from Your Retreat

- At the end of your retreat, stop in the Welcome Center to check on available future dates and pick up paperwork for next year. Groups that rebook (completed application & deposit) for any future date within 30 days of their current retreat get a 10% discount.

## GUEST GROUP GUIDELINES

Below are some guidelines that we have in place to ensure that everything runs smoothly and safely here at Camp Berea. Please read through them before you arrive and make sure all your attendees are aware of the guidelines. If you have any questions, feel free to contact our office at (603) 744-6344.

### **Welcome Center**

- The Welcome Center is our main office, and its hours are generally 7:30 am - 5:30 pm daily. See the Welcome Center main door for current hours when onsite.
- Any lost and found items that are collected by the staff will be brought to the Welcome Center.
- Please report all accidents to the Welcome Center. If an emergency occurs after hours, 911 can be called by cell phone. Be sure to relay camp's full name and address (Camp Berea, 68 Berea Rd, Hebron, NH) and send someone to the parking lot to direct emergency personnel when they arrive.
- In case of a **TRUE EMERGENCY** after hours or in the middle of the night, staff personnel can be reached in Onyx 1 (the large brown building on the hill behind the Dining Hall) by ringing the night bell next to the front door.
- If there are any maintenance issues with your cabin, notify Welcome Center immediately, so we can solve the problem for you as quickly as possible.

### **Cabins and Buildings**

- Please do not tape, staple, tack, etc. any part of the cabins or public buildings. There is a minimum \$25 charge for any graffiti found, and the charge may increase depending on the damage. All costs incurred will be charged to the group responsible.
- Leaders must be housed in any room with campers under the age of 18.

### **Dining Hall**

- Coffee, tea, hot chocolate, water, and ice are available in the Dining Hall. The Dining Hall is open 24 hours.
- Only camp staff is allowed back into the kitchen area.
- Mealtimes are standard when multiple groups are on site.
  - Breakfast - 8:30 am
  - Lunch - 12:30 pm
  - Dinner - 5:30 pm
- Due to NH State law, wet bathing suits may not be worn into the Dining Hall and shoes must be worn at all times except while on the waterfront.

### **Gymnasium**

- Children under the age of 18 must be supervised by an adult when using the Gym.
- Please do not kick balls in the Gym as they can loosen and damage the ceiling tiles.
- The Rockwall in the Gym is off limits unless opened by qualified Berea staff.

### **Berea Activities**

- All Camp Berea activity areas are off limits such as: Challenge Course, Outdoor Rockwall, Solo Challenge, High Ropes Course, Archery Range, Gun Range, Hatchet Throwing and Tubing Hill. These activities must be approved and scheduled ahead of time between the Guest Group Coordinator and group leader.

### **Waterfront**

- Our waterfront is open seasonally, so please to not go swimming or boating when the waterfront is closed. Swimming is swim at your own risk, but lifeguards are still available for hire.

### **State/Insurance Regulations**

- All cars must be kept in the parking lot.
- No smoking (tobacco, vaping, E-cigarettes, etc.) or alcohol use on campgrounds.
- Possession or use of weapons is prohibited.
- Only with prior approval, notifying the Welcome Center, & kept under lock and key in a personal vehicle may someone bring a personal firearm for the Gun Range, personal paintball marker, & personal recurve bow (must bring own arrows and target) or crossbow.
- Please be sure all in your group leave their pets at home.
- No tents or RVs are allowed on site as overnight accommodations.
- Campfires must be extinguished by guests completely upon leaving the campfire area for the night.
- Fireworks are not permitted onsite.

### **Quiet Hours**

- Quiet hours are from 11:30 pm to 7:30 am. Due to camp staffs that live on site, other groups who are guests at Berea and our neighbors please be considerate of these times. Public buildings may still be used, but please minimize outside noise.

A welcome and five-minute presentation of these guidelines will be given by a staff member to your entire group upon arrival at Camp Berea. Please allow time for this in your first scheduled meeting. In addition, at the first mealtime in the Dining Hall a brief announcement will be made on Dining Hall procedures.

## INSURANCE

All groups are required to provide a "Certificate of Liability Insurance" (COLI) that you acquire from your insurance company. This document must be given to the Guest Group Coordinator before you arrive for your retreat. Ask your insurance company for your group's Acord 25 Certificate of Liability insurance and make sure it has all the following information according to the sample COLI on the next page.

There are times groups do not have insurance, if this is the case for you and your group, you may pay an additional \$15 per person for Camp Berea to cover you while you are onsite. If you choose this route, then every person in your group must fill out a "Guest Group Waiver" form. Those that are under 18 years old must have this document signed by a parent or guardian.

## PRICING

Any questions regarding your groups pricing and payment process can be found on the second page of your contract. Any further questions can be answered by the Guest Group Coordinator.

Reminder that **anyone from your group 3 years old and younger is FREE**, everyone 4 years old and older pays full price.

## HOUSING

Camp Berea is primarily a youth camp, so all our cabins are bunkbed style. You'll need to bring your own pillow, bedding (blanket, sheets, sleeping bag, etc.), towels, toiletries, etc. The only exception is if you are staying in one of our Diamond (hotel style) units where bedding, towels and amenities are provided.

Each cabin has heat for the colder months and a box fan for warmer months. Each cabin also has its own bathroom with a sink, toilet and shower; some cabins have more than one sink and more than one toilet.

When you book with us, you will be assigned certain cabins based on your numbers and style of housing desired. It is the responsibility of the main group leader to assign specific people to certain cabins; those housing assignments are due to us 10 days before the retreat.



# MEETING SPACE & AUDIO/VISUAL EQUIPMENT

Your group will get your own meeting space for the entire time you are with us and it will be assigned based on your group's size.

Each meeting space can be equipped with audio/visual equipment. To help you determine what you may need or want to bring, below is a list of the different spaces and what is normally provided by Camp Berea. (Note that Camp Berea does not provide laptops.)

**A-FRAME CHAPEL:** 16 channel Mackie sound board system with a snake, LCD projector & screen with an HDMI hook up

**LODGE:** 16 channel Mackie sound board system, LCD projector & screen with a HDMI & VGA hook ups, and a white board

**TIMOTHY ROOM:** large flat screen TV with an HDMI hook up and white board

**RUTH ROOM:** large flat screen TV with an HDMI hook up and white board

**LYDIA ROOM:** flat screen TV with HDMI & VGA hook ups and white board

**BOTTOM OF WELCOME CENTER:** white board (portable projector is available upon request)

Please refer to the [Camp Berea: Retreat Details](#) online form for any audio/visual needs not already included in the general meeting room setup.

## Wi-Fi

Camp Berea offers free Wi-Fi to all its guests 18 years and older. Upon arrival, you as the main group leader, will be given the guest network and password; you can choose to share it with your group or not. Please let the Guest Group Coordinator know if you do not want it to be given out to anyone in your group.

## DINING HALL & MEALS

All meals are served out of our Dining Hall. Each breakfast will have a cereal and yogurt bar along with an entrée and a side or two. Each lunch and dinner will have a full salad bar with lots of toppings to choose from as well as several dressings. There will also be a main entrée and a few sides.

If anyone from your group would like something to drink other than juice (served at breakfast) or water (served at lunch and dinner), they can purchase beverages at one of our vending machines located in the Gym and Lodge. Water, coffee, tea, hot chocolate, and ice are available in the Dining Hall free of charge. Coffee is brewed right before our staff leave and first thing in the morning when they arrive, then coffee is freshly brewed throughout the day.

If there are multiple groups onsite, each group will have their own tables assigned to them to ensure there is plenty of seating for each group and making sure groups get to sit together.

There is a microwave located in the side room of the Dining Hall (the Granite Room) for those who may want to bring their own food and/or snacks. Also located in the Dining Hall is a mini fridge, in the cupboard to the right of the Dish Return Station, for small items that need refrigeration while here at



Camp Berea. There is also has a limited supply of booster seats for toddlers that will be available in the Dining Hall.

## FOOD ALLERGIES

If you or anyone in your group has an allergy that limits what they can eat, they can get in touch with our Food Service Director or the Guest Group Coordinator to work out suitable meals. Group leaders and parents are allowed to contact the Food Service Director by emailing [patrick@berea.org](mailto:patrick@berea.org) or by calling Patrick Miller at 603-744-6344.

**Camp Berea's kitchen is nut-free (peanut and tree nut)** except for coconut (which though technically a fruit is listed as a nut by the Food and Drug Administration). Also, foods containing peanuts and tree nuts can be purchased in vending machines onsite.

## ARRIVING TO CAMP BEREA

Welcome! Only you as the main group leader will need to check in at the Welcome Center, first main building on the right when you arrive. There you will receive any necessary information for your retreat and set up a time for the Guest Group Coordinator to go over the welcome presentation (usually during the first meal or first gathering of your group). The rest of your group can get settled into their housing.

If you have a check-in process for your group and want to set up in the Welcome Center or another location, be sure to confirm with the Guest Group Coordinator. Even more important, make sure to tell those in your group where to go when they arrive – before they get to Camp Berea.

## PARKING & DRIVING ONSITE

Camp Berea does have a parking lot, but we ask that people carpool as much as possible to make sure there is enough parking for everyone. The paved pathways on camp are fire lanes for emergency vehicles; we require that all cars be kept in the parking lot and do not drive onsite.

## DEPARTING CAMP BEREA

As you pack up and gather all your belongings, make sure to check any drawers and cubbies in cabins and check public buildings for anything that you or someone in your group may have forgotten. If someone did forget something, please refer to the "Lost & Found Policy" section.

Last thing you will need to do before you leave is check out at the Welcome Center to let our staff know your group is leaving and take care of any last-minute payments or even book your next retreat!

## LOST & FOUND POLICY

Clothing and personal belongings left by a guest at Camp Berea will be held for **two weeks** after the close of the retreat he or she attended. After that, any lost and found items will be suitably disposed of. If you notice that you or someone in your group has left something behind, call the office at (603) 744-6344 to arrange delivery.

If you know something is missing before you leave Camp Berea, stop by the Welcome Center to fill out a "Lost & Found" slip and we will notify you when or if we find it. To ensure that your lost items can be identified properly, don't forget to label them before arriving at camp.

**Note:** Due to health reasons, Camp Berea will immediately dispose of socks, toiletry items, etc.

## ADDITIONAL ACTIVITIES

Below is a list of all the activities Camp Berea has to offer. It includes all the different types activities Camp Berea offers and the cost associated with them. The following page includes a description of each activity.

If you're not sure how many activities to choose from or which ones to pick, ask your Guest Group Coordinator to help you choose what will be right for your group. All activities are charged to the group and must be scheduled through the main group leader and the Guest Group Coordinator.

Remember that if you schedule an activity and no one shows up, then your group is still responsible to pay the full amount of that activity.

## ADDITIONAL ACTIVITIES - NH

**PLEASE NOTE: Not all activities are available at all times, and we can only accommodate activities scheduled in advance of your retreat.** Our Guest Group Manager will contact you upon receiving your requests to work out the details. All activities will be billed to the group invoice unless otherwise stated. *Activity requests are due 10 days before your retreat.*

ACTIVITY	LOCATION	PRICE		NOTES
		First Hour	Each Add'l Hour	
<b>WATER ACTIVITIES</b> (Open June to September generally)				
Swimming	Waterfront	\$100 per LG	\$100 per LG	50 people per lifeguard (LG)
Kayaking/Canoeing	Boathouse	\$75	\$50	Approx. 30 active participants at one time
Boat Rides	Boathouse	\$35 for 20 minutes		Max. 5-7 people per boat
(*) Tubing	Boathouse	\$12 per person per ride		Max. 5-7 people per boat (1 being the spotter – age 13+)
<b>ADVENTURE ACTIVITIES</b>				
Rockwall (Indoor/Outdoor) A	Gym/Outdoor Wall	\$50 per staff	\$35 per staff	Approx. 10-20 people per hour
Solo Challenge A	Challenge Course	\$50	\$35	Approx. 12 people per hour
High Ropes Course	High Ropes Course	\$125	\$100	Approx. 20 people per hour
Giant Swing – 50 ft. Swing A	High Ropes Course	\$90	\$70	Max. 10 people per hour
Challenge Course	Challenge Course	\$50 per staff	\$35 per staff	Max. 20 people per instructor – Team building elements for ages 7 & up
<b>TARGET ACTIVITIES</b>				
Archery	Archery Range	\$60	\$45	Approx. 30-40 people per hour
Archery Tag (Indoor/Outdoor) A	Gym or Field	\$100	\$60	Approx. 100 people per hour
Hatchet Throwing	Next to Volleyball Court	\$75	\$50	Approx. 40-50 people per hour – Recommended for ages 13+
Riflery	Gun Range	\$90	\$65	Approx. 40-50 people per hour
(**) Paintball Field Fee	Speedball Course A Woodsball Course	\$10/person - Speedball \$25/person - Woodsball		Speedball: 1 hour - <b>Min. 10 people to play</b> /Max. 30 people Woodsball: 2-4 hours - <b>Min. 15 people to play</b> /Max. approx. 45 people
Paintball Extra Paint		\$5 for 100 rounds		Purchase in between each game – cash only
<b>OTHER ACTIVITIES</b>				
Snow Tubing	Tubing Hill & S-Curve	\$50	\$30	Continuous flow of people, approx. 20 tubes
Snow Shoeing	Welcome Center	\$40	\$30	Approx. 20 active participants at one time
(***) Large Group Game A	TBD	\$40 per game		Berea Staff run game for your group for 1 hour

**A** – Activities that are offered all year long, for any season.

(\*) Tubing – Single riders get 8 minutes per person & double riders get 10 minutes.

(\*\*) Paintball is an activity that needs to be set up in advance; therefore, we need to know 1 day before your scheduled paintball session how many people will be playing. If paintball is canceled after Berea sets up for the activity, then a paintball set up deposit fee of \$100 will be billed to your group invoice. Berea paintball permission slips are required for all participants. Participants must be 12 years old and up, and those 12-17 years old need a parent or guardian signature. 18 and up can sign for themselves. These forms can be found on [www.berea.org/forms](http://www.berea.org/forms)

(\*\*\*) Ask for a list of large group games; some games require an extra fee for materials.

# ACTIVITY DESCRIPTIONS

## WATERFRONT ACTIVITIES:

**Swimming** – Is “Swim at your own risk”, but Lifeguards are still available for hire. The waterfront is open seasonally from May 15 through October 15. Waterfront hours are from 9am until 30 minutes prior to sunset.

**Canoes & Kayaks** – Participants sign out boats and pick-up lifejackets and paddles at the Boathouse.

**Boat Rides and Tubing** – Participants meet at the Boathouse to get lifejackets and board the boats.

## ADVENTURE ACTIVITIES:

**Rockwall** – Berea has two Rockwall locations, one indoor and one outdoor. Our indoor Rockwall is available in the Gym for new and moderate climbers. Our outdoor Rockwall is a 30-ft freestanding, three-sided wall available for all climbing levels.

**Solo Challenge** – Those seeking a thrill can carefully ascend and take a flying leap off the top of a 25-ft telephone pole! Earn extra bragging rights by catching the suspended trapeze. Push yourself to the limits with this one-of-a-kind experience.

**High Ropes Course** – Available to individuals who are looking for that personal challenge. Many elements require patience, balance, and pushing yourself to take just one more step...30 ft. in the air.

**Giant Swing** – Have your breath taken away as you get pulled up to a height of your choice (up to 50 ft.) only to be released and swing gracefully through the air!

**Challenge Course** – Our low ropes course is made available to groups for teamwork and trust-building exercises. Many elements require patience, teamwork, problem solving and good listening to succeed.

## TARGET ACTIVITIES:

**Archery** – Fire an arrow from a bow at one of four different targets of varying levels. Hitting the bullseye was never more fun!

**Archery Tag** – Is a unique sport that combines elements of dodgeball and other combat-type games with the timeless skill of archery. Players take aim at each other with non-lethal arrows to eliminate the opposing team member.

**Hatchet Throwing** – Using one of our hand axes, try hitting one of our wooden targets. It’s a fun challenge!

**Riflery** – Test your marksmanship skills with our Ruger American .22 caliber rifles.

**Paintball** – A competitive team activity where you eliminate the other team by hitting them with paintballs (round, breakable dye-filled oil and gelatin balls), shot with compressed air paintball markers. Berea has two courses for paintball: a speedball course that lasts for one hour with multiple rounds (get a taste of the experience at a lower cost) and a woodsball course that lasts for two to four hours (great for big groups).

## OTHER ACTIVITIES:

**Snow Tubing** – Choose to go down Avalanche Alley by yourself, in a chain with up to six people, or with a group in one of our giant tubes that holds up to five people. For those more daring, try our S-Curve tubing trail (only one person at a time – no groups). Snow tubing is only available in the winter when there is adequate snow on the ground. *All tubing is dependent upon weather conditions.*

**Snow Shoeing** – Sign out a set of snowshoes at the Welcome Center and take a walk through the property of Berea; we suggest Berea’s hiking trail.

**Large Group Game** – Camp Berea runs many different games during our own programs and gives those renting our site the opportunity for a Camp Berea staff member to run one of those games. If you have one in mind, let us know, or we can choose one for you.

## FREQUENTLY ASKED QUESTIONS

**Q: What type of Guest Groups rent at Camp Berea?**

A: Camp Berea is a year-round Christian facility that hosts camps, retreats and conferences for youth workers, men's and women's groups, youth, and families. When our programs are not in session, we offer our facilities to Guest Groups for their own programs and retreats. Our goal is to provide an environment for churches, Christian schools, and other organizations to take a break from their normal lives, build group unity and have a chance to see God work through the spiritual growth of individuals and the group as a whole.

**Q: Can the amount of nights and/or meals in the pricing package be changed?**

A: In addition to our standard 2 night/5 meal package, we have packages for 1 night/3 meals and for 3 nights/8 meals. You can also add or subtract nights and/or meals to any of the packages, customizing them for your event.

**Q: Do you offer any discounts based on group factors such as size?**

A: Our pricing is based on per person rates and remains the same despite group size. A 10% discount on housing is available in three different sign-up scenarios: first time groups, midweek dates, and groups re-registering within 30 days of their last retreat. Up to two discounts may be available for any group. Multiple discounts are calculated individually and not combined (10% is taken off of the housing total and then another 10% is taken off of that calculation vs. 20% taken off of the original housing total). Any discount(s) will be applied at the time of the final payment. *Discounts do not apply to exclusive groups.*

**Q: What happens if the numbers in my group grow past the number of attendees on my contract?**

A: As soon as you think your numbers may change, give us a call to check on available space. If there is additional housing available, you can reserve those spots by sending in any applicable deposits for each additional person (\$10 per person if before Phase 2 payment date, \$50 per person if after). The only spaces we will have reserved for you are those you have paid a deposit for, so it is essential to contact us if you need more housing. There is no guarantee that it will be available so let us know as soon as possible if your numbers change.

**Q: Will there be a penalty if my numbers drop below the reserved amount on my contract?**

A: Both the Phase I and Phase II deposits are non-refundable. This means that they will only be applied to the balance in the amount of \$10 per person (Phase 1) and \$40 a person (Phase 2) in attendance. For example, a Phase 1 deposit of \$1000 for 100 people will be applied to the balance in the amount of \$700 if the group size drops to 70. (The same method applies to the Phase 2 deposit of \$40 a person.) We recommend that you reserve conservatively on the front end and call the office if numbers go up to request more space since a drop in numbers does mean a loss of deposit money.

**Q: When do I need to give a final count?**

A: We need your final numbers 10 days before your event. Any rise in attendees above the reserved number must be cleared by the Guest Group Coordinator with the understanding that additional space may not be available. Housing is reserved on a first-come-first-serve basis by deposit, so don't wait until your final numbers are required; call to reserve more spots as soon as you know that you will need them.

**Q: What will happen if my numbers change between the time, I give the final count and the date of my event?**

A: Any growth in that last week can be accommodated if space permits and your final count will change to that new number. However, if your numbers drop by the time of your retreat, you are still responsible for paying the full amount for 90% of the final number that was given. For example, if your final number is 100, but drops to 80 by the time you arrive for your event, you are still required to pay the full cost for 90 people, but only the \$50 deposit for the other 10.

**Q: When do I need to make my Phase 3 final payment?**

A: The final balance is due at the time of your event. You can either bring a check or credit card to make the payment; credit card payments of \$1,000 or more will be charged a 3% convenience fee. Our Guest Group Coordinator will go over the invoice with you and answer any questions you have before payment. If for some reason you are not able to make the payment at that time it will need to be sent into our office within 10 days after your retreat.

**Q: Will there be another group on camp at the same time as mine?**

A: Our rental facility has the capacity to host 1 large group or 2-3 smaller groups. When there are multiple groups, our Guest Group Coordinator will interface with your group regarding activities and needed spaces to make sure your event goes smoothly. We require a copy of your retreat schedule 10 days before your reserved dates to work out details. If a schedule is not received or it is received late, we cannot guarantee that we will be able to accommodate all your requests. Exclusive use of the camp is available. Please contact our Guest Group Coordinator for details regarding exclusive use.

**Q: Can I request a meeting room?**

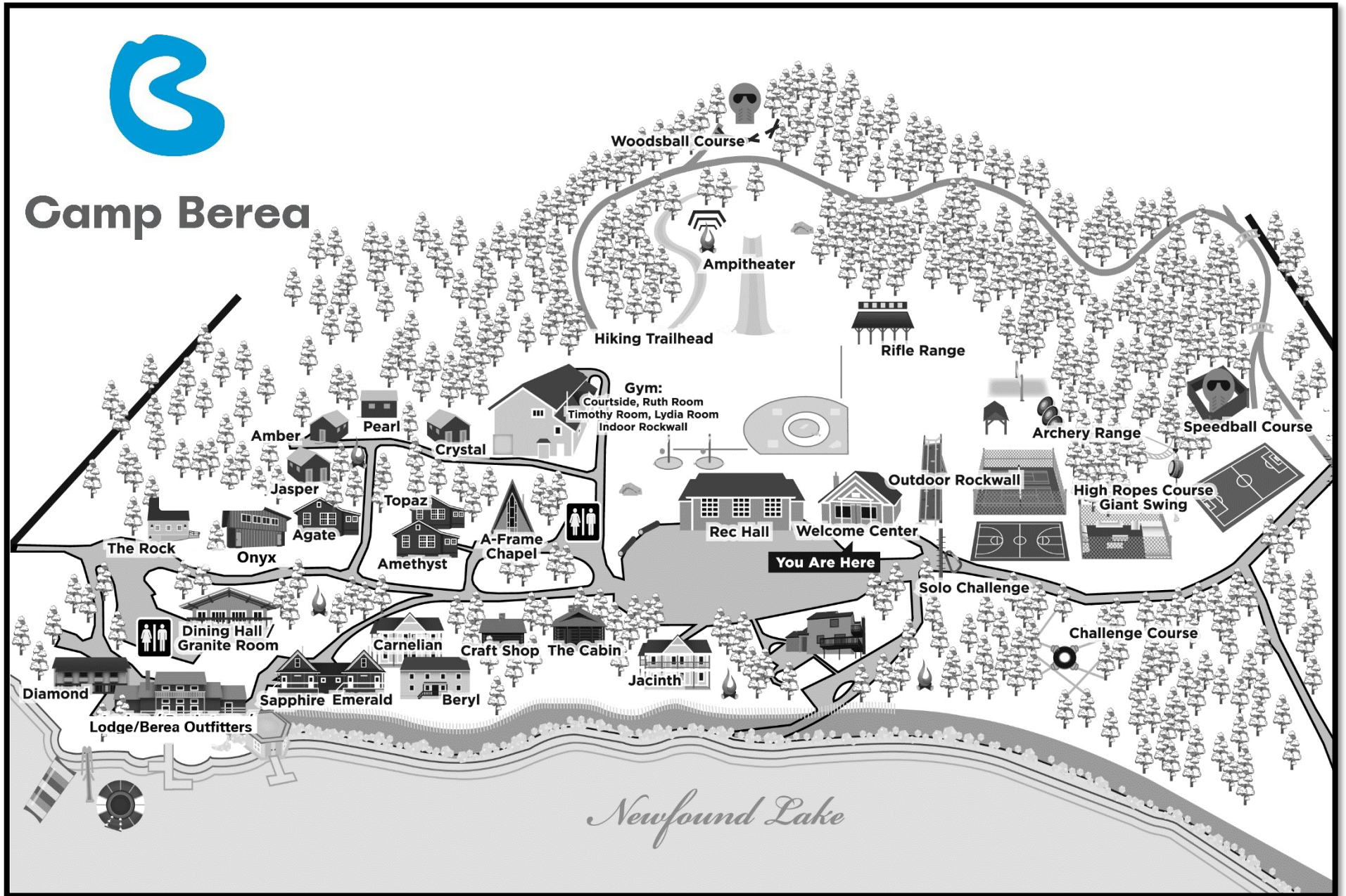
A: Our meeting rooms are assigned based on group size and cannot be requested or reserved year to year (you may not have the same meeting room as you did the year before). The largest group on a weekend will be assigned to the Chapel, followed by the Lodge, Timothy room, and the Welcome Center Conference room. Breakout rooms may also be available for small groups, seminars or workshops. Assignment of meeting rooms is contingent upon reserved numbers and may occur up to one week before your weekend.

**Q: Can I request certain rooms around camp for different activities?**

A: Certain rooms other than meeting rooms can be reserved for specific time slots. All requests are granted on a first-come-first-serve basis, so be sure to call or send your schedule and requests into the Guest Group Coordinator as soon as you have them.



# MAP – Camp Berea



# GUEST GROUP FORMS

All forms and documents referenced in this in this info packet and a few that were not, can be found on our website at [berea.org/forms/](http://berea.org/forms/) under the “New Hampshire” section:

## Mentioned in this document:

- Retreat Planner Checklist
- [Camp Berea: Retreat Details](#) Online Form – check this out!
- Guest Group Guidelines
- Sample Certificate of Insurance
- Additional Activities
- FAQ’s
- Camp Berea Map

## Not mentioned but available online:

- Guest Group ACA User Safety Guide
- Driving Directions
- Sample Packing List – listed under “General”

You can also visit the [Camp Berea facilities page](#) on our website to see pictures of what Berea has to offer, from the cabins to the meeting spaces, activities, Dining Hall and much more.

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Dear Group Leader,

I hope this information packet has been helpful to you in planning your retreat here at Camp Berea! I look forward to having you and your group with us. Again, if there is anything else, I can help you with please give me a call or email me. I’m here for you.

Serving Christ,

Tony Stigler  
Guest Group Coordinator  
Berea Ministries  
(603) 431-3563  
[tstigler@berea.org](mailto:tstigler@berea.org)