

Indiana FFA Leadership Center

General Event Information

Group Name: _____

Contact Name: _____

Address: _____

Phone: (work) _____ Fax: _____

Email address: _____

Arrival Date: _____ @ _____ Departure Date: _____ @ _____

Approximate Group Size: _____ Make-up: Adults _____ Youth _____ (age) _____ Both

Comments: _____

Please Return to:
Indiana FFA Leadership Center
P.O. Box 9
Trafalgar, Indiana 46181
Phone: (317) 878 - 4570
Fax: (317) 878 - 5428

Meeting Rooms and Lodging Facilities

Fellowship Center

Beautiful log-cabin style retreat lodge. Meeting area accommodates up to 100 guests theater style. Full kitchen, 2 fireplaces, outdoor deck and 5 hotel-style rooms that will house 20 guests overnight.

Pricing:

\$300 for a Day Event with Food Service
\$500 for a Day Event without Food Service
\$600 for non-profit overnight groups
\$850 for any other overnight groups
\$850 for Weddings



Main Lodge

17 Quad Rooms available to house up to 68 guests.

Pricing:

\$ 20 per guest in Lodge Rooms



Cabin Housing

6 Cabins available that house up to 40 guests each.

Pricing:

\$12 per guest per night



Executive Meeting Room

Accommodates up to 100 guests in theater style and up to 75 guests for dining or conference style. Perfect for business meetings.

Pricing:

\$250 for Day Event with Food Service
\$500 for Day Event without Food Service



Conference Center

Can be utilized as one large meeting space, or can be divided into six separate break out areas. Ideal for receptions, group activities or meetings. Accommodates up to 300 guests theater style or 200 at round tables.

Pricing:

\$250 for a Day Event with Food Service
\$500 for a Day Event without Food Service



Dining Room*

Can accommodate up to 300 guests for dining.

Pricing:

- \$300 for a Day Event with Food Service.
- \$850 for a Day Event without Food Service.
- \$850 for Weddings / Receptions

** Limited Availability based on other guests*



Shelter House

Seats 300 guests at picnic tables.

Pricing:

\$250 Facility Fee for a Day Event



Deck

Serene location with a great view overlooking the lake or a beautiful backdrop for an outdoor wedding. It may be used for picnic area or outdoor programs. Electricity available, too!

Pricing:

- \$200 for Wedding + the cost of chairs
- Can be reserved based upon availability to our overnight guests.



Vesper Bowl

Beautiful ravine overlooking creek. Complete with benches to seat 50 guests around fire pit. Great for outdoor programs. Can be reserved based upon availability at no cost.

Arrangement of room: Theater _____ Classroom _____ U-shape_____ Other_____

GUIDELINES

DEPOSITS: A non-refundable deposit must be made upon booking in order for your dates and space to be secured. (20% of your estimated total invoice)

CANCELLATIONS: The deposit is non-refundable.

GUEST COUNT: A guaranteed guest count must be made 10 days prior to the event date. This count may be increased up to 24 hours prior to your event, but cannot be decreased.

PAYMENTS: We accept Cash, Check or Credit (Master Card or Visa only). If paying by check it must be made out to Indiana FFA Leadership Center. Events must be paid for on or before departure.

EXCLUSIVE USER OPTION: To close the Indiana FFA Leadership Center for an event to be used by only your group requires a fee of \$500 per day. This does not include the Fellowship Center. Additional \$500 per day to include Fellowship Center.

MINIMUM USER FEE: *A minimum user fee of \$750.00 generated per 24-hour period is required. If User group does not meet this minimum; the difference will be assessed as a meeting room fee.

Food Service Options			
Buffet Style Meals Includes drinks Groups under 25 people will be charged a 16% service charge.	Unit Price	# Desired	Date Needed
Breakfast	\$8.00 per person		
Lunch	\$10.00 per person		
Dinner	\$12.00 per person		
Special Meal Options			
Continental Breakfast <i>Includes assorted bagels with cream cheese, assorted muffins, cinnamon rolls, assorted cold cereals, fresh fruit salad, orange juice, milk and coffee.</i>	\$6.00 per person		
Smores & Drinks	\$3.00 per person		
Popcorn & Drink	\$2.50 per person		
Ice Cream Social & Drink <i>Self service. Vanilla & chocolate ice cream with strawberry and chocolate topping, nuts, whipped topping served with iced tea or lemonade.</i>	\$4.00 per person		
Beverages All Day Service <i>Coffee, iced tea, water and soda</i>	\$3.00 per person		
Snacks & Drinks <i>Assorted chips, cookies, soda and water</i>	\$4.00 per person		
Subway Party <i>6" sandwich, chips, cookie & drink</i>	\$6.50 per person		
Pizza Party <i>Pizza, tossed salad, cookies & drink</i>	\$8.00 per person		
Hamburger / Hot Dog Cookout <i>Mac & cheese, baked beans, potato salad, chips, brownies, condiments & drink</i>	\$12.00 per person		
Soup / Salad / Sandwich Buffet <i>Choice of soup, full salad bar, ham, turkey and roast beef, assorted breads and cheeses, chips, assorted fresh baked cookies and drink</i>	\$11.95 per person		

Meeting Room Amenities			
Amenities	Unit Price	# Desired	Date Needed
Podium	\$10 per day		
Flip chart	\$25 per day		
Dry erase board	\$10 per day		
Movie screen	\$20 per day		
TV/VCR/DVD rental	\$50 per day		
LCD projector with screen	\$150 per day		
PA sound system	\$100 per day		
Stage	\$50 per day		
Photocopies	\$.10 per copy		
Color Photocopies	\$.30 per copy		
Incoming FAX	\$1.00 per page		
Outgoing FAX	\$1.00 per page		

Recreation Amenities

Amenities	Unit Price	# Desired	Date Needed
Water Package <i>Includes 2 hours of swimming & paddleboats with lifeguard provided</i>	\$50 per day		
Rec Equipment <i>Includes basketball, volleyball, softball and football fields with equipment provided</i>	\$30 per day		
Team Challenge Course <i>Minimum charge \$150</i>	\$10 per youth \$30 per adult		
Prime Time Leadership Sessions <i>Minimum charge \$150</i>	\$5 per person per session		
Campfire <i>Campfire set, you light.</i>	\$20 per fire		
Hayride <i>*Will adjust price and time frame according to group size</i>	\$200 - 1 hour		

Banquet & Reception Equipment

Amenities	Unit Price	# Desired	Date Needed
Linen Table clothes *	\$7.50 per table		
Linen Napkins *	\$1.00 per person		
Cooler of Ice	\$5.00 each		
Ice trough	\$10 per day		

- *Various colors can be secured depending on availability. Pricing may vary on colors other than white.*

Lodge Room Linens

Amenities	Unit Price	# Desired	Date Needed
Linens laid out <i>Includes pillow, pillowcase, fitted sheet, blanket, towel and wash cloth</i>	\$7.50 per guest		
Beds made <i>Includes towel and wash cloth</i>	\$10 per guest		

Miscellaneous

Amenities	Unit Price	# Desired	Date Needed
Lining of Football Field	\$300		
Re-lining of Football Field	\$150		
Microwave	\$30 per day		
Group Insurance	\$0.50 per person per day		