



RETREAT PLANNING PACKET

NORTHBAY



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WELCOME!

Thank you for choosing NorthBay for your retreat! We're looking forward to hosting your group and are committed to providing you with the best service and facility.

A lot of planning goes into making your group's mission a reality. This Retreat Planning Packet contains the essential information you will need to make your trip a success. As you plan your trip, please refer to the Planning Timeline to know when NorthBay will need your coordinating details.

Please bring any special considerations (i.e. scheduling, housing or programming) to our attention as soon as possible so we can do our best to accommodate you.

If the requested information is not received by NorthBay within the designated timeline, we will make the meal choices, scheduling of events, housing allocation, etc. on your behalf. It's our desire for your group to have the time of your lives and the submission of the above information in a timely manner helps ensure this. Thank you!

Please call if you have any questions or if there is anything else we can do to help make your stay here the best it possibly can be!



-THE GUEST SERVICES TEAM

NORTHBAYADVENTURE.ORG

PLANNING TIMELINE

SCHEDULE NOTES

- Standard arrival is 4pm. Standard departure is noon.
- Standard meal times are 8:30am, 12:30pm and 6pm.
- The Adventure elements, store and snack bar can be open from 1-5pm each full day you're at camp.
 - If you're interested in time outside of that, there will be a fee.
- An hour-long Kitchen Work Crew orientation occurs the evening of arrival and a half hour-long Adventure Work Crew orientation occurs the morning of the first day Adventure is open.
- If you're interested in a bonfire, please put the time on your schedule. NorthBay staff will build & light it for you, as well as provide skewers, a table, cups and an Igloo of water. S'mores ingredients can be provided for a small fee.

4 WEEKS PRIOR

- A rough draft of your schedule
- Contact information (phone number & email) for:
 - Work Crew boss
 - Medical volunteer
 - A/V tech
- Certificate of Insurance
- Tax-exempt certificate if applicable
 - If not, your group will be charged Maryland State Sales Tax of 6% of your total final invoice.
- An up-to-date attendee number

2 WEEKS PRIOR

- Your preliminary Housing Form
- An up-to-date with the following breakdown:
 - Campers/Adults, Kitchen Work Crew, Adventure Work Crew, any children between the ages 0-2 or 3-10
- Final schedule
- Menu choices if you're an exclusive group
 - A condensed list of all dietary needs
- Any set up requirements for your meeting space, registration or programming
 - i.e. A / V, chairs, tables, dry erase board, etc.

1 WEEK PRIOR

- An up-to-date number with the breakdown
- Final housing form
 - If your Work Crew would like our linens free of charge or to bring their own
 - If you'd like rooms unlocked or be given room keys

UPON ARRIVAL

Check in with your coordinator to receive radios, keys, and important documents. Submit all NorthBay Guest Release Forms for every person on-site. Your medical volunteer will have access to them the duration of your stay.

DEPARTURE DAY

- Please set aside time to review any changes to your retreat invoice with your coordinator.
- Return all keys and radios you borrowed
- Please send your final payment within 30 days of departure.
- Leave all Release Forms with your coordinator.

IF THE REQUESTED INFORMATION IS NOT RECEIVED BY NORTHBAY WITHIN THE DESIGNATED TIMELINE, WE WILL MAKE THE MEAL CHOICES, SCHEDULING OF EVENTS, HOUSING ALLOCATION, ETC. ON YOUR BEHALF. IN ADDITION, ANY LAST MINUTE CHANGES TO YOUR SCHEDULE MAY HINDER OUR ABILITY TO ACCOMMODATE AND SERVE YOUR GROUP TO THE FULLEST POTENTIAL. IT'S OUR DESIRE FOR YOUR GROUP TO HAVE THE TIME OF YOUR LIVES AND THE SUBMISSION OF THE ABOVE INFORMATION IN A TIMELY MANNER HELPS ENSURE THIS. THANK YOU!



GENERAL INFORMATION

Housing

- Cabins
 - 36 cabins with six bunk beds each
 - 432 total beds
- Goshawk Bunk Rooms
 - eight rooms with seven bunk beds each
 - 112 total beds
- Kestrel Hotel Rooms
 - 17 rooms; all of which have two twin beds

Both cabins and bunk rooms have two-stall/ two-shower bathrooms. Extra mattresses can be provided if need be.

Building Capacities

- Theater: 600
- Dining Hall: 550
- Horseshoe Point: 100
- Woody's: 50
- Lighthouse: 50
- Arts and Crafts Room: 40
- Hogsback Conference Room: 60
- EEC Main Room: 200
- EEC Classroom: 30

Guest House

- 11 rooms; seven of which have two twin beds, four of which have a king bed
- Two king bedrooms are suites
- 22-person conference table

The following documents can be found at northbayadventure.org/retreats/forms

- NorthBay Guest Release Form
- NorthBay Map
- NorthBay Menu
- Guest House Menu
- Kitchen Work Crew Expectations
- Wellness Center Orientation
- NorthBay Instrumental Rentals



AUDIO/VISUAL NEEDS CAN BE ACCOMMODATED THROUGHOUT CAMP

In addition to our state-of-the-art theatre, both the Dining Hall and Erickson Education Center have full sound systems, microphones, a projector/screen that runs off the sound booth computer and an aux cord. The gym and Horseshoe Point have microphones and an aux cord. A projector and screen can be provided in any building on camp. Lastly, our Mobile Sound Stage can be taken anywhere on camp. It's equipped with microphones, speakers and an aux cord.

Please send your coordinator the name, email and/or phone number of the person in charge of your A/V setup and our A/V manager will connect with him or her.

For a virtual tour of our facilities, go to the NorthBay site, [About>Property>Virtual Tour](#).

FREE TIME

LIMITED TIME ACTIVITIES 1PM-5PM

- Store and snack bar
- Giant swing
- High ropes course
- Land or water* zip lines
- Indoor or outdoor* climbing walls
- Swimming pool*
- Kayaks*
- Canoes*

Advanced Ropes Course, outdoor bouldering wall and low ropes course available upon request. Pontoon rides, tubing and sailboats are available seasonally for a fee.

*available seasonally

UNLIMITED TIME ACTIVITIES

- Game room with:
 - Billiards, Foosball, Ping Pong
- Gym with:
 - one full basketball court, three half court basketball courts, two volleyball nets and gaga ball
- Disc golf
- Hiking trails
- Beach volleyball
- "The Flats" for field games

ADAPTIVE ADVENTURE

Please let your coordinator know if there is anyone in your party that has specific mobility needs (such as using a wheelchair, crutches, etc.) that may need accommodations during Adventure. Knowing this information in advance will allow the Adventure team to give them the best possible experience!



VOLUNTEERS

THE VOLUNTEERS WILL BE ASSISTING NORTHBAY STAFF WITH A NUMBER OF TASKS TO MAKE YOUR RETREAT GO SMOOTHLY. THEY'RE ABLE TO COME FOR FREE WITH THE UNDERSTANDING THAT THEY SHOULD BE READY TO HELP THROUGHOUT YOUR ENTIRE STAY. IF YOUR GROUP IS UNABLE TO PROVIDE THESE VOLUNTEERS, WE WILL SUPPLY THEM AT AN ADDITIONAL FEE.

KITCHEN WORK CREW

The majority of meals are served family-style with eight people per table, accomplished by groups providing their agreed upon Work Crew. The standard ratio is one Work Crew volunteer for every 10 retreat guests, with a max of 40 volunteers. These people will prep and serve the food, bus the tables, set for the following meal and oversee dish pits.

- Work Crew volunteer guidelines:
 - Must wear close-toed shoes and shirts with sleeves.
 - Must wear a hat or head covering while in the kitchen.
 - Should be 18 years or older.
 - A general "uniform" is appreciated. What exactly that is is up to your group, but it can be as simple as jeans and matching shirts. This helps both NorthBay staff and campers easily identify Work Crew to assist them.
 - Three people will be dedicated to working in the dish pits, cleaning and putting away dishes.
 - Two to three people will be dedicated to helping the Kitchen staff to prepare the food.

MEDICAL VOLUNTEER

NorthBay requires that groups staying overnight bring a medical volunteer (RN, EMT, Dr) to assist with any medical needs that may arise with your group. This person should plan to bring any supplies they deem necessary, including a first aid kit.

ADVENTURE WORK CREW

Six to eight people will be needed to assist with the Adventure elements. They'll help guests put harnesses on correctly and take care of group management.



CHECK OUT PROCEDURES



Cabin/Goshawk Clean Up:

1. Put one folded NorthBay blanket and pillow on each bed.
2. Pick up all trash. When finished, tie up the trash bag and **leave it inside the trash can in the bathroom.**
3. Vacuum your cabin. You will have to share a vacuum with your cluster of cabins.
4. Check under your bed, on the clothes lines behind the cabins and in the bathrooms for all your belongings.
5. If your group purchased linens, place all dirty fitted sheets, top sheets and pillowcases in a pile on the floor. Place the dirty towels in the white laundry basket in the bathroom. Unused, folded linens can be left in a cubby.
6. If applicable, leave extra mattresses inside.
7. Make sure all windows are closed and locked.
8. Set the thermostat to 72° in the summer and 68° in the winter (found in the left-hand cabin of each building).

Guest House Clean Up:

1. Put dirty towels and washcloths in the bathtub.
2. Make sure the sliding door is locked.
3. Turn all lights off in the room.
4. Take all belongings, food items, and beverages with you. Please do not leave behind anything in your room, the kitchen or in common areas.
5. Please load any dirty dishes or silverware into the dishwasher and start the machine before leaving. Please hand wash any items that can't fit.
6. Sweep the kitchen and common area. There is a broom in the closet across the hallway from the kitchen refrigerator.
7. Make sure the gas in the fireplace is turned off.
8. Check that the hot tub lid cover is on and secured.
9. Check that the deck grill cover is on and secured.



ETC.

Safe Combinations:

Lower Camp Cabins: the code to the safe is the cabin number twice. For single digit cabins, include a zero in front of the room number each time. To lock the safe, enter the code and press #.

Roost Bunk Rooms: The code is a zero followed by the room number.

Regardless of your departure time, you may be asked to remove personal belongings from your room by 9am for Housekeeping purposes.

Parking is available in the Administration Lot located on lower camp and in the lot outside the Roost, on upper camp. Please do not park along roads or sidewalks so that camp, service and emergency vehicles, as well as your retreat's buses can maintain access to all areas.

We would love any photos or videos of your time at NorthBay! Tag us on social media or email them to your coordinator.

Lost and found items are held for 30 days. If you leave something behind, give us a call and we can sort out how to get it back to you.

We're looking forward to hosting you!



NorthBay
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