

Sullivant Retreat Center

Booking office: (405) 329-2990 **Grounds phone:** (405) 321-4700

Please make checks payable to: Sullivant Retreat Center

Mail to: PO BOX 2100

Norman, Ok 73070

No Personal Checks, please!

General Information:

- There will be a \$3.00 charge for people attending conferences but not spending the night, regardless of which facilities are being used.
- Sullivant Retreat Center is reserved for college age and above. Children and Youth are not permitted to stay.
- The Pool is open by request only. It is not exclusive to any one group renting the center. Bring your own towels. You must sign a liability release before using the pool.
- Your group will be billed for the balance due after your retreat.
- **No Smoking or Alcohol Allowed On Premises**

Discipleship Lodge accommodates a maximum of 112 people.

Room rates per night: 1 person= \$50.00 3 people= \$100.00 5 people= \$150.00
2 people= \$75.00 4 people= \$125.00 6 people= \$175.00

Sixteen rooms have: 2 double beds and 1 set of bunks (sleeping up to 6)

Four rooms have: 1 King size bed and 1 set of bunks (sleeping up to 4)

Room C is for the handicapped. All bedding and towels are provided.

LODGE USE RESTRICTED TO 15 ROOMS MINIMUM @ MINIMUM CHARGE OF \$750 PER NIGHT. Actual payment depends on persons per room.

Deposit: \$590/night deposit due within two weeks from the date the Lodge is put on the schedule. Your deposit is your confirmation that you desire to keep your date.

Cancellation: Must be at least 120 days in advance of retreat date to receive a refund of your deposit.

Kitchen: the kitchen has:

1 Commercial electric six burner stove
with grill & two ovens

Commercial convection oven

Salad bar & Ice machine

2 Commercial microwaves

1 large commercial freezer

1 large commercial refrigerator

1 steam table

Coffee makers 2-100 cup,

2-50 cup, 2-12 cup

Pans for ovens, pots, & cooking utensils

Silverware & Mixer

YOU MUST PROVIDE your own paper plates, cups, plastic tableware and napkins if you want to use disposable items. The kitchen must be cleaned by the group using it.

Meeting room: 180 chairs, 22 round tables (seat 6-8/table). There is a meeting room in the basement available for a maximum of 25 people. The foyer can be used as a secondary meeting place. Groups must set up and take down tables and chairs. If the Retreat Center sets up the tables and chairs, there will be a \$25 charge. Table Cloths \$2.00 each (dark green) are also available. There are 4 microphones & cassette/DVD deck for play only. There is a sound system, piano, screen & overhead projector, white dry/erase board and a DVD player that hooks into the Digital projector.

Conference Room use for day meetings during the week only \$250.00.

PINEVIEW: Accommodates a maximum of 14 people.

Minimum Charge: \$220.00 per night for up to 10 people, each additional person \$22.00.

Deposit: \$110.00/night due within two weeks from the date Pineview is booked.

Cancellation: 90 days in advance of retreat date to receive deposit refund.

Pineview has 4 bedrooms:

Master with one king-sized bed
One room has 2 sets of trundle beds
One with 1 set of trundle beds
One has a set of bunks, 1 double bed
& 1 double hide-a-bed.

There are four bathrooms.
All bedding and towels are provided.
The kitchen is fully equipped.
Ice machine

Conference Room use for day meetings during the week only \$150.00

Homestead: Accommodates maximum of 24 people.

Minimum charge: \$352.00 per night for up to 16 people, each additional person \$22.00.

Deposit: \$176.00/night due within two weeks homestead is booked.

Cancellation: 90 in advance of retreat date to receive deposit refund.

The Homestead has a large meeting room with 10 round tables (seat 8 each) and 60 chairs. Groups must set up and take down chairs and tables. Set up by the Retreat Center is available for \$25.00.

Homestead has 3 bedrooms:

One has 5 sets of bunks
One has 4 sets of bunks
One has 2 sets of bunks
The living room has a queen sized hide-a-bed.

There are 4 bathrooms in the building.
All bedding and towels are provided.
The kitchen is fully equipped.
There is a TV and VCR available.

Conference Room use for day meetings during the week only \$200.00

LAKEVIEW: Accommodates a maximum of 4 people.

Minimum Charge: \$44.00 per night for up to 2 people, each additional person \$22.00.

Deposit: \$22.00/night due within two weeks from the date Pineview is booked.

Cancellation: 90 days in advance of retreat date to receive deposit refund.

Lakeview has 1 bedroom:

One Queen Size bed and a set of bunk beds.
Bedding and towels are provided.

There is one bathroom.
The kitchen is fully equipped.

ENTIRE RETREAT CENTER for exclusive use by one group

Charge: \$2700 regardless of number of beds used (Maximum capacity is 150).

Deposit: \$1350.00 due within two weeks the date the retreat Center is booked.

Cancellation: 120 days in advance of retreat to receive deposit refund.

If you have any questions, feel free to call the booking office @ 405-329-2990