

**PINE TREE EDUCATION & ENVIRONMENTAL CENTER
RESERVATION FORM**

(Please print or type all information)

TODAY'S DATE _____ UNIT NO. _____ DISTRICT _____

TOUR LEADER IN CHARGE – NAME _____

ADDRESS _____ CITY _____ ZIP _____

(H)PHONE _____ (B)PHONE _____

I HAVE READ & UNDERSTAND THE RULES & REGULATIONS FOR PINE TREE:

SIGNED _____

ESTIMATED TOTAL ATTENDEES: # of Youth _____ # of Adults _____

RESERVATION DATE FROM _____ TO _____

ARRIVAL TIME: _____ AM _____ PM DEPARTURE TIME: _____ AM _____ PM

FACILITIES REQUIRED (refer to bold print on the other side of this form for capacities of the following):

CABIN NO. (1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____
NOTE: CABIN NO. 2 IS HANDICAPPED ACCESSIBLE AND EQUIPPED

THE LODGE: MAIN AUDITORIUM _____ KITCHEN FACILITIES _____
NOTE: CHECK ONE OR BOTH DEPENDING ON USAGE (YES OR NO)

CAMPSITE: A _____ B _____ C _____ D _____ E _____ F _____ G _____ OUTPOST AREA _____
of attendees who will be tenting _____

- COST:**
- ◆ CABIN RENTAL IS \$125 FROM FRIDAY EVENING UNTIL SUNDAY AFTERNOON.
 - ◆ CONFERENCE CENTER RENTAL IS \$250 FROM FRIDAY EVENING UNTIL SUNDAY AFTERNOON.
 - ◆ THE LODGE RENTAL IS \$225 FROM FRIDAY EVENING UNTIL SUNDAY AFTERNOON.
 - ◆ THE CAMPSITE RENTAL IS \$10 PER SITE PLUS \$1 PER PERSON IF PAID AT THE SCOUT SERVICE CENTER PRIOR TO THE WEEKEND. ADDITIONAL PERSONS PAID FOR DURING THE WEEKEND WILL BE \$2 PER PERSON.

SEE OTHER SIDE OF THIS FORM FOR EXPLANATION OF FACILITIES.

PAYMENT CAN BE MADE BY CHECK, CASH, MASTERCARD OR VISA.

FOR OFFICE USE ONLY

DATE APPLICATION RECEIVED AT SCOUT OFFICE: _____

APPROVED BY _____ POSTED TO RESERVATION BOOK _____

TOTAL AMOUNT RECEIVED _____ RECEIPT # _____

PINE TREE EDUCATION AND ENVIRONMENTAL CENTER
TABERNACLE, NEW JERSEYEXPLANATION OF FACILITIES

(Parking spaces available for 32 cars and 3 buses)

CABINS – Pine tree has six cabins each equipped with six bunk beds with seven-inch mattresses. Each cabin has a kitchen with hot water, a four-burner gas stove, a double stainless steel sink with hot and cold running water. No utensils of any type are provided other than two electric toasters. Each kitchen is also equipped with a general electric refrigerator and freezer. All cabins are heated for winter operation.

The cabins **total capacity is twelve** youth and adults. However, this **can be expanded to fourteen** with two additional folding cots, which Pine Tree will provide.

Each cabin has one bathroom, which has a sink, toilets and shower. This can be used by either gender as the bathrooms can be locked from the inside.

Cabin number two is handicapped accessible from the parking lot with a ramp for wheelchairs and all wide doorways, including proper bathroom facilities. Each cabin is totally heated for winter operation.

CONFERENCE CENTER – A two-story facility with a main meeting room on the first floor which is handicapped accessible, three bathrooms on the first floor, one of which is handicapped accessible, a small kitchen with commercial stoves and oven, a refrigerator/freezer and a small commercial dishwasher. The main conference room also has a working fireplace, ten 60-inch round tables with covers and 100 stack chairs. Also there is an internal TV system equipped with VCR to show scouting videos.

The second floor has five bedrooms that have a total sleeping **capacity of twenty-eight** with double bunk beds and seven-inch mattresses. The second floor also has a bathroom and shower facilities, but is not handicapped accessible. Again, no kitchen utensils are provided.

THE LODGE – A one story facility which is handicapped accessible and has a meeting room with ten 60-inch round tables with covers, 100 stack chairs and a commercial kitchen. The kitchen is equipped with a four-burner commercial stove with grill oven, three bay sink, Hobart dishwasher, commercial mixer, walk-in box and full size freezer. Also, a commercial toaster, Bain Marie for sandwiches, a tomato slicer, and various pots, pans, and cutlery.

Note: It has no sleeping facilities and is excellent for one-day education seminars or for overnite in conjunction with our cabins.

CAMPSITES – We have several tent sites located throughout Pine Tree that can be used to practice outdoor skills. **Each campsite generally holds 10-15 people (about four 4-man tents)**. Reservations for more than 20 people per campsite will not be approved.

Fees/refunds – All fees must be paid in advance. There are no refunds under any circumstances unless a letter is received sixty days in advance of the first day of the scheduled reservation. A \$25 non-refundable fee applies for each building.

Non-Scout groups – Groups other than Cub Scout packs, Boy Scout troops, Venturing crews or Explorer posts must also submit the Pine Tree Letter of Agreement No. 2-52-70 with their application.

Weekly rates – Weekly rates for cabin rental, conference center usage or the lodge will be quoted in writing when a letter is submitted to the Scout Service Center.

NOTE – Pets are not allowed at Pine Tree. Please refer to Pine Tree Rules and Regulations for a complete listing.