

CEDAR CREST CONFERENCE CENTER

TWIN LAKES STATE PARK

GREEN BAY, VIRGINIA

WE THINK YOU'RE SPECIAL

The experienced and caring staff of Cedar Crest wants to help you create the perfect event – any time of the year. Whether you're looking for a scenic location for a wedding or need a full-service conference facility for a business meeting, Cedar Crest is ready to help. Give us a call to discuss your plans and find out what we can do for you!

IT'S A NATURAL CHOICE THAT CATERS TO THE MIND, BODY AND SPIRIT

- Cedar Crest Conference Center overlooks a beautiful, quiet 36-acre lake.
- Cabins and campsites – nestled in Twin Lakes State Park – work with every budget.
- Swimming, fishing, hiking, boating, bicycling, and interpretive programs are available for your enjoyment.

WE HAVE EVERYTHING YOU NEED

- A Certified Meeting Professional and experienced event planning staff will help with service providers, room arrangements, and other important details regarding your event.
- Doswell Hall (our largest conference room) accommodates 135 people.
- The Hurt Board Room can accommodate up to 16 people, and the Latham Room can accommodate up to 35 people in a variety of setups.
- Eight furnished, climate-controlled cottages accommodate up to 48 guests.
- Audio-visual equipment; and internet connections (dial up only).
- A beautiful, white gazebo – perfect for weddings; breaks; or scenic photo opportunities.
- Furnished decks for dining, socializing, and breakout sessions.
- Combined lodging and meeting space packages to maximize your event dollars.



HOW TO GET MORE INFORMATION

For more information about Cedar Crest Conference Center, please call our office at (434) 767-2398. For pricing and availability of campsites, cabins, and picnic shelters in the day use area, please call the central Reservation Center at (800) 933-PARK (7275)

ABOUT CEDAR CREST CONFERENCE CENTER

Cedar Crest offers year-round facilities for business meetings, retreats, trainings, weddings, receptions, youth camps, picnics, and family reunions. Our facilities include three meeting rooms; dining room; furnished decks; gazebo; and picnic shelters with grills. We offer a variety of catering services, room arrangements, audio-visual equipment, and other amenities.

HOURS

- Our office is open Monday – Friday, between 8:00 a.m. and 4:30 p.m.
- Conference facilities are available between 7:00 a.m. and 11:00 p.m. seven days a week.

FEES AND PAYMENTS

- Fee schedules are included in this brochure.
- Virginia sales tax of 5.3% is added to all sales (unless a tax-exemption letter from Virginia Department of Taxation is provided in advance and specifically states exemption from meals and lodging).
- A 30% deposit and the original, signed contract – returned to our office within 14 days – will guarantee your reservation. The balance of contract is due 10 days before start of event.
- Accepted methods of payment include cash, personal check, money order, Visa, and MasterCard.
- Checks and money orders (drawn only on Virginia banks) made payable to: Treasurer of Virginia.
- Returned check fee \$35.00

RESERVATIONS

Events on weekends and holidays (minimum of 8 hours) may be reserved one calendar year in advance. Shorter events may be reserved one month in advance. A tentative reservation for the **conference center may** be made over the phone, but can only be held for 14 days or until the agreed upon deposit has been paid.

CANCELLATIONS

Cancellations (of conference facility rentals) with at least 60 days notice will receive a full refund of all payments made. Cancellations with less than 60 days notice will be charged 30% of the contract total (as a cancellation fee).

YOUR DETAILS

All arrangements must be finalized with the coordinator two (2) weeks before the event. Please advise us of your arrival and departure times; desired room arrangements; number of people expected; reserved seating; decorations; names of service providers (photographers, caterers, musicians, etc); and any requirements you have. Please be sure we have your most recent address, phone numbers, e-mail address and other contact names (if applicable).

Since reservation times must include set-up, decorating, and cleaning, it is important that you confirm all plans and times with your service providers. They frequently require early set-up prior to the event. Should you need more time to meet their needs, please purchase additional hours by calling our office.

ALCOHOLIC BEVERAGES

Organized distribution of alcoholic beverages is permitted only at the conference center when an ABC license is obtained by the reserving customer and provided to Cedar Crest at least two weeks before event. The license shall be posted at all times while event is being held. Alcohol may not be taken outside of the conference center or other area designated on the license. Use of alcohol is prohibited on the beach, grounds, in boats, and in the water. Application for one-day banquet license may be obtained from the Virginia Alcohol Beverage Control Board by contacting a local ABC Store or the agency web site at <http://www.abc.state.va.us/licensing.html>. Current cost of a one-day banquet license is \$55.00. Please allow at least fourteen (14) days to process the application. Under no circumstances will the conference center be open to the public while alcohol is served. Guests are required to stay in the conference room or on the deck with alcoholic beverages. Nothing is permitted in the parking lot, or in any other location on the grounds. Any violation of these rules will result in cancellation of the event and loss of all payments.

GUIDELINES

1. Cedar Crest Conference Center does not permit smoking inside. There are ash cans located outside each conference room for your smoking convenience..
2. Damage to, or theft of, park property is the responsibility of the group representative.
3. Costs associated with any repair or replacement will be charged to the group representative.
4. Do not tape or nail materials to the walls. We suggest the use of products like 3M command strips, or temporary, tacky adhesives, which can easily be removed without damaging finish on walls and wood.
5. Do not remove furniture or supplies from any part of the facility. Furniture taken outside must be returned to building in the event of bad weather or before your departure. Furniture left outside – and subsequently damaged or warped – will be replaced at full value and charged to group representative.
6. Report all defective items and utilities to park staff immediately.
7. Observe posted speed limits in the park.
8. Swimming is prohibited in Prince Edward Lake (located at Cedar Crest Conference Center).
9. With the exception of trained companion dogs for the blind, animals are not allowed inside the conference facility or in any campground restroom.
10. For policies regarding smoking and pets in cabins or cottages, please call the Reservations center at (800) 933-7275 during normal business hours.

Cedar Crest Conference Center

At Twin Lakes State Park

CONFERENCE CENTER FEES

DESCRIPTION	FEE	UNIT
Doswell Hall – Complete Package Capacity: 135 Includes furnished adjoining deck, waterfront gazebo, grounds, volleyball, and horseshoe equipment (with advance notice).	\$459.00 \$229.00 \$ 53.00	8 hour block 4 hour block - minimum Each additional hour
The Latham Room Capacity: 35 people	\$196.00 \$ 98.00 \$ 37.00 \$131.00 \$ 65.00 \$ 21.00	<u>Without rental of Doswell Hall:</u> 8 hour block 4 hour block Each additional hour <u>With rental of Doswell Hall:</u> 8 hour block 4 hour block Each additional hour
The Hurt Room w/ Boardroom Table Capacity: 12 - 16 people	\$196.00 \$ 98.00 \$ 37.00 \$131.00 \$ 65.00 \$ 21.00	<u>Without rental of Doswell Hall:</u> 8 hour block 4 hour block Each additional hour <u>With rental of Doswell Hall:</u> 8 hour block 4 hour block Each additional hour
Exclusive Packages Includes Doswell, Hurt and Latham Rooms, all adjoining grounds, shelters and decks for the time period specified.	\$612.00 \$918.00 \$ 81.00	8 Hours (minimum) 12 Hours Each additional Hour
Sunday Wedding Special Available noon to 11:00pm on Sundays only. No previous setup time or rehearsal time available with this package.	\$612.00	Includes Doswell Hall, Hurt and Latham Rooms, decks and grounds for eleven consecutive hours on Sundays only. No access to facilities prior to 12:00 noon.
Cleaning/Repair Fee Charged if facility or grounds are left in unusually dirty condition or if damaged due to vandalism or improper use.	\$ 45.00	Per hour / 3 hour minimum (\$135.00)
Tent Rental Fee Side Walls for Tent Table Linen Rentals	\$115.00 \$228.00 \$304.00 \$1.50 \$3.00 \$1.00	20' x 20' 20' x 30' 20' x 40' Per linear foot 52" x 114" or 81" x 81" (large) 52" x 52" (overlay, colors available)

Cabin Rental Rates

At Twin Lakes State Park

OVERNIGHT RATES

Furnished Cabin Rental Rates

2 bedroom, non-waterfront

Resident

Non-Resident

2 bedroom, waterfront

Resident

Non-Resident

Hill Lodge

Resident

Non-Resident

Prime Season		Mid-Season		Off Season	
Daily	Weekly	Daily	Weekly	Daily	Weekly
Week minimum				2-night minimum	
\$112.00	\$675.00	\$102.00	\$607.00	\$84.00	\$506.00
<i>\$125.00</i>	<i>\$750.00</i>	<i>\$112.00</i>	<i>\$675.00</i>	<i>\$93.00</i>	<i>\$563.00</i>
\$124.00	\$743.00	\$111.00	\$669.00	\$93.00	\$558.00
<i>\$138.00</i>	<i>\$825.00</i>	<i>\$124.00</i>	<i>\$743.00</i>	<i>\$104.00</i>	<i>\$620.00</i>
\$166.00	\$994.00	\$149.00	\$895.00	\$125.00	\$746.00
<i>\$185.00</i>	<i>\$1105.00</i>	<i>\$166.00</i>	<i>\$994.00</i>	<i>\$139.00</i>	<i>\$828.00</i>

Check in time is 3:00 p.m. Please register at the front office to obtain keys and parking passes. Check-out time is 10:00 a.m. Leave keys in cabin, or return to front office. Be sure to clean your cabin and remove all personal property. Additional charges will be assessed for unusual or excessive cleaning needed, as well as damages to State property.

Friday before Memorial Day through Labor Day

April 1st through Thursday before Memorial Day, and Day after Labor Day through Nov. 30th.

Jan. 1st through Mar. 31st, and Dec. 1st through Dec. 31st.

Pet Fee \$10.00 per night/ pet - Cabins

Campsites

Main Campground \$30.00 per night (water and electric)

Parking

Free to overnight guests and conference center guests

Weekdays \$3.00

Weekends \$4.00

Buses (every day) \$10.00

Swimming

Free to overnight guests

Under 3 years of age Free Weekends / Holidays

Ages 3-12 \$2.00 \$3.00

13 and over \$3.00 \$4.00

Shelters

Located in Day Use / Picnic Area

Shelter 1 \$90.00 per day

Shelter 2 \$60.00 per day

Call (800) 933-7275 to reserve cabins, campsites, and day use area picnic shelters.

Conference Packages

Due to the seasonal nature of our business, Cedar Crest is able to offer discounted package pricing during non peak periods. Use our package pricing to combine meeting space and lodging rentals to get the most out of your event dollar. Choose a one night package for an exceptional value, or extend your event with a two night package and save even more!

Cedar Crest Mid Week Conference Packages*

Package Option	Mid Season	Off Season
	(April 1st through May 15, and September 15 through Nov. 30th.)	(Jan. 1st through Mar. 31st, and Dec. 1st through Dec. 31st.)
	1 night / 2 night	1 night / 2 night
Seven Cabins and Lodge	\$1,121.00 / \$1,979.00	\$997.00 / \$1,736.00
Seven Cabins	\$997.00 / \$1,736.00	\$892.00 / \$1,568.00
Six Cabins	\$910.00 / \$1,598.00	\$820.00 / \$1,454.00
Three Waterfront Cabins	\$649.00 / \$1,184.00	\$604.00 / \$1,112.00
Three Non Waterfront Cabins	\$628.00 / \$1,148.00	\$583.00 / \$1,076.00

**Package pricing is available for a wide variety of overnights, facilities and timeframes. For a customized quote tailored to your event's needs, please contact our office at 434-767-2398 or cedarcrest@dcr.virginia.gov*

Notes about Conference Packages

- Package pricing is subject to availability and is available during non prime seasons only. Non prime season is generally the period starting the Tuesday after Labor Day and ending the Thursday prior to Memorial Day.
- Conference packages include the specified number and types of overnight accommodations, and a twelve hour block of meeting space at the conference center. Time blocks may be split as the customer chooses, but will generally consist of one eight hour block one day, and one four hour block either the day before or the day after the eight hour block. Additional meeting space time can be arranged to suit the needs of your group.
- Package pricing is available for overnight stays Monday through Thursday nights only.
- Conference package pricing is available **ONLY by calling the Cedar Crest office, (434-767-2398)**. Package pricing cannot be secured through our Central Reservation System or our web based reservations program.
- Package pricing is subject to Virginia Sales Tax (5.3%).
- For more information, or to receive a customized quote, please contact our event staff at 434-767-2398.

Cedar Crest Conference Center

Twin Lakes State Park
22 Cedar Crest Road
Green Bay, VA 23942

2014 Conference Center Event Application

Date of application: _____

Customer Name:	_____	
Mailing Address:	_____	Home Phone: _____
	_____	Work Phone: _____
	_____	FAX: _____
Email Address:	_____	Cell Phone: _____

Type of Event: _____

Date(s) of Event:	_____	Time: _____	to _____	# Guests: _____
	_____	Time: _____	to _____	# Guests: _____
	_____	Time: _____	to _____	# Guests: _____
	_____	Time: _____	to _____	# Guests: _____

Facilities Requested:	Cost:
_____	_____
_____	_____
_____	_____

Equipment Needed:

Setup Information: _____

Would you like us to send service provider information to you (Caterers, florist, photographers, etc)?	Yes	No
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Additional information or comments regarding this event:

Doswell Hall
Capacity approx. 135
(not to scale)

Parking Lot

Main Entrance

Men

Women

Lobby

Office

Pantry

Cleaning

EXIT

Bar

Restroom

Conference / Banquet Space

A/C and storage

Kitchen

Dish Room

Deck

EXIT

EXIT

Dining Room

Lake and Gazebo

