



Star Lake Lodge Rates and Information

Star Lake Camp & Conference Center is a modern facility situated on 400 acres of God’s beauty in the foothills of the Ramapo Mountains. We specialize in hosting churches and non-profit organizations for conferences from September through May in a warm Christian atmosphere. During the months of June, July, and August we devote this facility to Summer Senior Sessions.

All Pricing is Subject to Change Without Notice

Lodging (per person, per night):

Standard Room: Two twin beds and a private bathroom		Speaker’s Suite: Two twin beds, bathroom, sitting area with couch and TV.	
Single Occupancy	\$91.00	Single Occupancy	\$120.00
Double Occupancy	\$56.00	Double Occupancy	\$88.00

Meals (per person):		Snacks (per person):	
Breakfast	\$9.00	Coffee with snack (AM or PM break)	\$4.25
Lunch	\$10.50	Evening Snack (Served no later than 8:00PM)	\$6.00
Dinner	\$16.25	Hoagie Dinner (\$1.25 additional if soup added)	\$10.00
Sunday Noon (Dinner)	\$16.25	Group Pricing	
Dinner (Steak Dinner)	\$22.25		
Lunch and Dinner Menus include salad bar, dessert, and hot and cold drinks.		All Day Coffee - 50 (9AM-8PM)	\$45.00
		All Day Coffee 50+ (9AM-8PM)	\$56.50

Conference Room	Capacity	Rate
Star Lake Assembly Room*	160 with chairs, 80 with tables	\$168.00
Sisco Conference Room (2nd floor)	45 with chairs, 30 with tables	\$84.00
Glenwild Lake Conference Room	25 with chairs, 15 with tables	\$56.00
Oakwood Lake Game Room**	40 with chairs, 30 with tables, when used for meetings	\$84.00
<i>Over Night Conferences: Groups over 25, the complimentary use of one Meeting Room, adequate for the size of your group, will be assigned. Additional meeting rooms and for groups under 25 available for above fee. For Groups of 100 and more, all meeting rooms are complimentary.</i>		

* Only the Star Lake Assembly Room is equipped with a PA system, Blu-ray player and CD player, two handheld microphones, podium microphone and grand piano.

**The Game Room is available for use by all groups, unless booked for a meeting. Please bring your own easels, chalk boards, flip charts and other essentials for your event.

Billing Policy: Group is responsible for payment of final invoice sent one week prior which includes all lodging and meal counts.

Information on “one day conferences” & “day trips” is available upon request.



Star Lake Lodge Conference Application

Group Name: _____ Conference Description: _____

Date of Application: _____

Contact Information:

Main Contact:	Secondary Contact:
Address:	Address:
Email:	Email:
Office Number:	Office Number:
Cell Number:	Cell Number:
Fax:	Fax:

PLEASE SUBMIT A CERTIFICATE OF LIABILITY INSURANCE FORM COVERING THIS EVENT.

Conference Details:

Dates:			
Arrival Day:	Time:	Departure Day:	Time:
Total Rooms Needed:	Double Occupancy:	Single Occupancy:	
Number of Guests Expected:		Number of Guests for Meals:	
First Meal/Snack:		Last Meal/Snack:	

WE ASK YOUR COOPERATION IN KEEPING YOUR SCHEDULE CONSISTENT WITH OUR MEAL SERVING HOURS.

Breakfast 8:00am, Lunch 12:00noon, Dinner 5:00pm: Coffee Breaks 10:00am & 2:30pm: Evening Snacks 8:00pm.

Meeting Room Requests (see listing): Number of chairs: _____ Tables: _____	Program/Equipment Requests (please check):	
	Projector and screen for Glenwild Lake & Sisco	
	2 Handheld Mics	
	PA System/CD/Tape*	

**Only the Star Lake Assembly Room is equipped with a PA system, Blueray player and CD player, two handheld microphones, podium microphone and a grand piano.*

Estimated Total Amount: \$	20% Deposit: \$
-----------------------------------	------------------------

We understand the deposit is based on the approximate total of Lodging Rooms, Meals, and Snacks; and that this will confirm our reservation, provided the scheduling is approved by the Director. This deposit will be applied to our final billing which is to be paid in full at the beginning of our event. Conferences booked with no deposit are deemed tentative. We also understand that deposits are non-refundable.

 Contact Person Signature

 SLCCC Director Signature

 Date

When approved, a signed copy of this application will be returned to you. This will be confirmation of your Conference Reservation.

OFFICIAL USE ONLY

Date: _____ Receipt Number: _____ Amount: \$ _____



Star Lake Lodge Conference Agreement

We understand and agree to the following...

- We will assume financial responsibility for the package(s) and/or facilities selected. We understand that a deposit amounting to 20% of the approximate total based on the proposed count for Rooms, Meals and Snacks will confirm our conference, provided the scheduling is approved by the Director, and that deposits are non-refundable.
- Star Lake Camp and Conference Center reserves the right to cancel our booking if our numbers fall below 40 guests if we are the only group booked on this particular weekend.
- Total cost for usage will be due at the beginning of our conference.
- Our agreement will be canceled if we do not submit the security deposit or if we do not provide proof of insurance.
- We will be responsible for our own first aid, emergency care, and emergency transportation. We agree to report any accidents or injuries to the camp host, and as required, to fill out an incident report form.
- The Contact Person(s) on this agreement is ultimately responsible for the group.
- To meet immediately prior to our event with the SLCCC Host to review regulations and safety procedures. We agree to share this information with our group.
- To send a copy of a schedule/program of events, in English, two weeks prior to arrival.
- Star Lake Camp and Conference Center is a *tobacco, drug and alcohol free* facility. This is non-negotiable.
- Per Fire Department Regulations, no candles are permitted.
- Star Lake Lodge is operated for adults only – ages 18 and up.
- Star Lake Camp and Conference Center may schedule multiple groups at the same time therefore, our group may not be the only group on site during our retreat.
- All usage details must be finalized at least 10 days prior to the usage date.
- That our group has obtained and is covered by general liability insurance for all costs that may be incurred resulting from an injury or accident while on Star Lake Camp and Conference’s property. A copy of our current insurance certificate is included with this application.
- At this time, salad bar is provided for guests with special dietary needs (vegetarian, gluten-free, dairy-free, etc).
- Fires are permitted only in designated fire circles and at appropriate times. Please note that campfires may be cancelled by our staff due to safety concerns.

Main Contact Person Signature

Printed Name

Date

Secondary Contact Person Signature

Printed Name

Date



Meal and Snack Count Sheet

We ask for your cooperation in keeping your schedules consistent with the scheduled meal times.

Group Name: _____ Conference Dates: _____

PLEASE FILL IN THE NUMBER OF PEOPLE EXPECTED FOR EACH MEAL OR BREAK							
DAY/ DATE	ALL DAY COFFEE	BREAKFAST 8:00AM	BREAK 10:00AM	LUNCH 12:00N	BREAK 2:30PM	DINNER 5:00PM	SNACKS 8:00PM

Please do not change meal or snack times without permission.

Contact Signature: _____ Date: _____

THIS SIGNATURE ASSURES WE UNDERSTAND ALL MEAL & SNACK TIMES

Official Use Only

DATA DISTRIBUTION	
	DATE
ADMIN	(_____)
KITCHEN	(_____)
() REVISION	(_____)
() REVISION	(_____)



Star Lake Lodge Snack Choices

Morning Coffee Break (Choose One):

- Cinnamon buns
- Bagels with Cream Cheese
- Coffee Cake
- Assorted Danish
- Assorted Muffins
- Assorted Donuts

Afternoon Snack Break (Choose One):

- Large Soft Pretzels
- Large Cookies
- Fruit Cup with Fancy Cookies (served without assorted fruit)
- Brownies

Evening Snack (Choose One):

(Served no Later than 8:00PM)

- Assorted Cheese and Crackers
- Vegetable Tray with Dip
- Ice Cream Sundaes (25 guests or more)
- Brownie Sundae
- Nachos and Toppings

All coffee breaks/evening snacks served with coffee, tea, cold drinks and assorted fruit.



Star Lake Lodge Room Registration Roster

Group Name: _____ Conference Description: _____

First Floor

Room Number	Roommate One	Roommate Two
101		
102		
103		
104		
105		
106		
107		
108		
109		
110		
111		
112		
114		
116		
120		
122		
123		
124		
125		
126		
127		
128		
129		

Second Floor

Room Number	Roommate One	Roommate Two
201		
202		
203		
204		
205		
206		
207		
208		
209		
210		
211		
212		
213		
214		
215 - Suite		
216		
218		
219		
220		
221		
222		
223		
224		
225		
226		
227		
228		
229		
230		
231		
232		
233		
235		
237		

STARLAKE



268 Macopin Rd , Bloomingdale, NJ 07403
Phone:(973)838-7000 Fax:(973)838-0810
vikki.pollard@use.salvationarmy.org

CAMP & CONFERENCE CENTER

ATTENTION PLEASE

Due to Bloomingdale Fire Department Regulations we are not permitted to allow candlelight type services to be performed.

NO CANDLES!





Travel Directions to Star Lake Camp and Conference Center

Please distribute to your whole group.

Physical Address for use with a GPS:

Gated Entrance across the street from
 206 Macopin Rd.
 Bloomingdale, NJ 07403

From the North: Via Route 87 (NY Thruway) or Tappan Zee Bridge - Take Exit #15 (Route 287 SOUTH-NEW JERSEY) to Exit #53 (Bloomingdale)

From the East/NYC: George Washington Bridge-Take Route 80 WEST to Route 23 NORTH (Route 287 NORTH) to Exit #53 (Bloomingdale)

From the East/NYC: Lincoln Tunnel-Take Route 3 West, To Route 46 West, To Route 23 North, to Route 287, to exit #53 (Bloomingdale)

From the East/NYC: Holland Tunnel-Take Route 1 North, to Route 3 West, To Route 46 West, To Route 23 north, to Route 287, to exit #53 (Bloomingdale)

From Newark Airport: Follow signs to Route 78 West, to Route 24 West, to Route 287, to exit #53 (Bloomingdale)

From the South: NJ Turnpike or Garden State Parkway, take Route 287, to exit #53 (Bloomingdale)

From the West: Take Route 80 East or 78 East, to Route 287, to exit #53 (Bloomingdale)

From Exit 53: Turn Left onto Hamburg-Paterson Turnpike. After about 2 miles, turn Right onto Macopin Road (at Blueberry Hill Farms). SLCCC is the First Gate on RIGHT, about 500 yards.

Buses DO NOT TAKE Route 23 & Kinnelon Road Exit.

