

# YMCA CAMP LETTS RETREAT

## Retreat Center Group Rentals

**YMCA Camp Letts is an idyllic multi-purpose rental venue set on the banks of the Rhode River just one mile from the Chesapeake Bay and 30 miles outside of Washington DC. Our facilities are available for rental September – May for group reservations of all shapes and sizes.**

### **Booking Procedures & Payments**

A signed contract and 10% non-refundable deposit are required to fully confirm all reservations. Camp Letts will hold lodges and meeting spaces for no more than 14 days without a signed contract and deposit. Activities are subject to availability and are booked on a first-come-first-serve basis. Any special requests must be in writing and come from the group leader. Please note that the contract specifies lodging, meals and any add on activities. Payment in full is due one week prior to your visit. Reservations are not guaranteed without a signed contract AND deposit. The deposit is NON-REFUNDABLE.

### **Guaranteed Minimum Guest Count**

Camp Letts charges per person for all overnight and daily guests. The guaranteed minimum guest count is the minimum number of guests for which camp will prepare and for which the group is required to pay. Guaranteed minimum guest counts are due 30 days prior to your visit. Any changes in the guaranteed minimum must be made in writing. Changes in the guaranteed minimum guest count can be made up to 4 weeks prior to a group's arrival. After that date, the group is required to pay for no fewer guests than the guaranteed minimum. The group's final head count (if exceeding the guaranteed minimum #) is due 2 weeks prior to the event.

### **Certificate of Insurance / Event Insurance**

Every group, large and small, must provide a Certificate of Insurance naming YMCA Camp Letts as an additionally insured, for the amount of \$1,000,000 per incident. This must be provided at least two weeks before your group's arrival to camp.

If alcohol is being served, the group must obtain and provide a liquor license from Anne Arundel County at: [aacounty.org/liquorboard](http://aacounty.org/liquorboard)

### **Cancellation Policy**

After the contract has been signed by both parties, the group is responsible for full payment for cancellations occurring within 8 weeks prior to reservation arrival date. All notifications of cancellations are required in writing. Once on site, if the group chooses to leave YMCA Camp Letts prior to the agreed upon departure time and date, no refund will be given and the payment of the full contract and all activity fees are due.

# YMCA CAMP LETTS RETREAT

## Meeting Spaces

Camp Letts has 4 meeting spaces on site, small and large. One meeting space is included with any overnight-with-meals reservation for 50 guests or more. Groups smaller than 50 guests must rent a meeting space. See "Retreat Group Space Rental" in this brochure for more information.

## Camp Activities

Camp Letts offers a full array of traditional camp activities, led by Camp Letts staff. Many of Camp Letts' activities are weather dependent. Closing program areas will be at the discretion of the Camp Letts staff. In case of inclement weather, other programs will not be substituted. It is the responsibility of the group to plan and facilitate a "Plan B" in the event Camp Letts scheduled activities must be canceled due to weather. The group leader will be informed in the event of cancellation.

## Cabin Accommodations and What to Bring

All beds are bunk style with attached bathrooms. Guests will need to bring a sleeping bag or twin size sheets and blanket, a pillow, towels and toiletries. We recommend guests bring clothes appropriate to the season. See "Suggested Packing List" in this brochure for more information on what to bring. Guests will need closed toe and heel shoes for zip line, high ropes, and the team development courses. Camp Letts facilities are heated. Cabins do NOT have air conditioning. The only facilities with air conditioning are the Dining Hall, Fisher Hall and Boathouse.

## Dining Facilities & Food Services

Camp Letts has a large dining hall space that can accommodate up to 300 sitting guests. Unless rented for exclusive usage, groups may find themselves sharing the dining space during meals. Camp Letts can provide meal services for groups of 50 or more. Groups of less than 50 or those who do not choose to contract food services through Camp Letts may bring in their own food, rent the kitchen for a daily fee, bring in their own catering services, or order local food delivery services. Anyone cooking in the Camp Letts kitchen must have an individual, on site, that holds a **ServeSafe** food service certification.

## Liquor License Requirement

The possession or use of alcohol by any group is prohibited unless the group has secured a liquor license from Anne Arundel County. The liquor license must be submitted to Camp Letts prior to the event so it can be posted during the event. The group may only consume their beverages in their designated area. The possession or use of illegal drugs by any group or group member is strictly prohibited at YMCA Camp Letts. Violators will be reported to local authorities. A license may be obtained by going to [aacounty.org/liquorboard](http://aacounty.org/liquorboard)

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## Retreat Center Meals and Lodging Rates

<b>Non-profit Lodge overnight-with-meals per person rate</b>	
1 night and 0 meals	\$50.70
1 night and 2 meals	\$72.80
1 night and 3 meals	\$83.85
1 night and 4 meals	\$94.90
1 nights and 5 meals	\$105.95
2 nights and 4 meals	\$107.90
2 nights and 5 meals	\$118.95
2 nights and 6 meals	\$130.00
2 nights and 7 meals	\$141.05
2 nights and 8 meals	\$152.10
3 nights and 8 meals	\$165.10
3 nights and 9 meals	\$176.15
3 nights and 10 meals	\$187.20
<b>Meals for Day Only or Tenting Guests</b>	
Breakfast	\$12.50
Lunch	\$12.50
Dinner	\$12.50

<b>Overnight with no meals</b>	
Lodge (1 <sup>st</sup> night only)	\$50.70
Lodge each additional night	\$13.00
Tent (per night)	\$13.00

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## Retreat Group Space Rental

\*\*\*Overnight groups of 50 guests receive 1 meeting space free of charge\*\*\*

Meeting Space	Dimensions	Lecture Seating Capacity	Classroom-style Seating Capacity	Rates
Arts & Crafts Building	21' x 21'	50	30	\$250
Fisher Hall	45' x 30'	90	90	\$500
Boat House	46' x 30'	100	80	\$500
Exclusive Dining Hall Rental Full Day 8 Hour	80' x 72'	400	250	\$5,000
Exclusive Dining Hall 1/2 day 4 Hour Rental	80' x 72'	400	250	\$2,500
White House	21'x15	30	25	\$250
Sunset Field		Up to 250		\$500
Picnic Grove (grills and picnic tables only)	30' x 50'		Up to 100	\$500
Camp fire pit		Up to 100		\$25 per use
Exclusive Use – Entire Camp				\$15,000

## Group Activities

\*\*\*Groups are welcome to plan and facilitate their own activities while on site\*\*\*

Meeting Space	Participant capacity	Age limits	Session Duration	Rates
Group Games / Team Development		All ages	60-90 min	\$150
High Ropes ( <i>currently not available</i> )	16	6 <sup>th</sup> grade and up	60-90 min	\$350
Zip Line	25	100	60-90 min	\$300
Archery	25	400	60 min	\$125
Canoeing / SUP	25	All ages w/adult	60-90 min	\$300
Tie-Die	25	All	60 min	\$10 pp
Nature Hike & Survival Skills	25	All	60-90 min	\$125

# YMCA CAMP LETTS RETREAT

## Group Activity Details

### Group Games

Description: Our group games, led by one of our enthusiastic instructors, are a great way to break the ice and get a team talking. Run, jump, and play your way through a variety of activities, all of which can be adapted to meet your group's individual needs.

Cost: \$150 for a 60 - 90 minute session

Ages and Group Size: All ages

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Perseverance, Leadership, Team Building, Cooperation, Communication, Problem Solving

### Team Development – Low Adventure

Description: Facilitated by our staff, the Team Development - Low Adventure course is designed to bring small groups together and work toward common goals to achieve different challenges. The course is designed to challenge each group physically and mentally.

Cost: \$150 for a 60 - 90 minute session

Ages and Group Size: 3rd grade or older; maximum of 16 people per session

Skills & Values: YMCA Core Values (Caring, Honesty, Respect, Responsibility), Adventure, Perseverance, Leadership, Team Building, Cooperation, Communication, Problem Solving

### High Ropes

**Currently Unavailable**

Description: This adventurous course allows groups to explore trust and communication in a very different way. Guests will walk across steel cables, leap between platforms, and negotiate elements as they overcome fears and develop self-confidence. At 35 feet in the air this activity requires both physical and mental exertion.

Cost: \$350 for a 60 - 90 minute session

Ages and Group Size: 6th grade and up; maximum of 16 people per session

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Recreation, Adventure, Perseverance, Problem Solving, Independence

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## Zip Line

Description: Climb 20 feet into the air and then soar down our 250 feet of zip line through our scenic woodlands. This is a great and exhilarating way to enjoy the natural beauty at camp.

Cost: \$300 for a 60 - 90 minute session

Ages and Group Size: 2nd grade and up; maximum of 25 people per session

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Recreation, Adventure, Perseverance, Independence

## Archery

Description: Learn the basic skills of one of the world's oldest sports! Our staff will help you develop your skills and you can then practice and improve your aim by shooting at targets with your bow and arrow.

Cost: \$125 for a 60 minute session

Ages and Group Size: All ages; maximum of 25 people per session

Skills & Values: YMCA Core Values (Caring, Honesty, Respect, Responsibility), Recreation, Adventure, Perseverance, Skill Development, Independence

## Canoeing

Description: Share a boat with a few of your friends as you paddle along the Rhode River. Learn the basic strokes of canoeing as you navigate the waters surrounding Camp Letts.

Cost: \$300 for a 60 - 90 minute session

Ages and Group Size: All ages. 4th grade and under should have 1 adult per canoe; maximum of 25 people

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Recreation, Adventure, Perseverance, Skill Development, Leadership, Team Building, Cooperation, Communication, Problem Solving, Independence

## Stand Up Paddle Boarding

# YMCA CAMP LETTS RETREAT

Description: Practice your balance as you stand atop one of our paddle boards. Groups are sure to have fun as you cruise around our waterways. Prepare to get wet!

Cost: \$300 for a 60 - 90 minute session

Ages and Group Size: 4th grade and up; maximum 20 people per session

Skills & Values: YMCA Core Values (Caring, Honesty, Respect, Responsibility), Independence, Skill Development, Perseverance, Adventure, Recreation

## Tie Dye

Description: Take home a handmade souvenir designed with your own creativity. Each participant will tie dye their own Camp Letts t-shirt (provided), a perfect memento!

Cost: \$10/person for a 60 minute session, cost includes 1 t-shirt per person

Ages and Group Size: All ages; maximum of 30 people per session

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Skill Development

## Nature Hike

Description: With a Letts staffer to guide your way, explore the coastline and discover the plants, animals, and landscape of Camp Letts. This program can be adapted to meet the specific educational needs of your group.

Cost: \$100 for a 60 - 90 minute session

Ages and Group Size: All ages; maximum of 25 people per session

Skills & Values: YMCA Core Values (Caring, Honest, Respect, Responsibility), Recreation, Adventure

## Fishing & Crabbing

Description: Take in a little exercise, sunshine and fresh air while discovering the treasures of the Chesapeake Bay! A fishing license is required by law for persons ages 16 and up, and must comply with DNR regulations. All groups must provide their own equipment. Camp Letts will provide staff to assist with PFDs for youth participants while on the dock.

Cost: \$75 for a 60 - 90 minute session

Ages and Group Size: 4th grade and up; maximum of 20 people per session

Skills & Values: YMCA Core Values (Caring, Honesty, Respect, Responsibility), Recreation.

## Survival Skills – Fire Building

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Description: Learn about the three components that allow a fire to burn and the basic principles of building a successful fire. Experiment with different starting methods and a variety of materials. This exciting and educational program is sure to bring out the inner survivor in us all.

Cost: \$125 for a 60 - 90 minute session

Ages and Group Size: 2nd grade and older; Maximum 20 people

Skills & Values: YMCA Core Values (Caring, Honesty, Respect, Responsibility), Problem Solving, Cooperation, Skill Development, Perseverance, and Adventure

## **Survival Skills – Shelter Building**

Description: During this adventurous program you will learn how to build a shelter using materials found in the forest. A Camp Letts staff will spend the beginning of the session sharing tips and tricks and then guide the group as they build their own shelters.

Cost: \$125 for a 60 - 90 minute session

Ages and Group Size: 2nd grade and older; Maximum 30 people

Skills & Values: YMCA Core Values (Caring, Honesty, Respect, Responsibility), Problem Solving, Communication, Cooperation, Team Building, Skill Development, and Adventure

# YMCA CAMP LETTS RETREAT

## Sample Daily Activity and Meal Schedule

<b>Breakfast</b>	<b>8:00 am – 8:45 am</b>
Activity Period 1	9:00 am – 10:30 am
Transition to Next Activity	10:30 am – 10:45 am
Activity Period 2	10:45 am – 12:15 pm
Transition to Lunch	12:15 pm – 12:30 pm
<b>Lunch</b>	<b>12:30 pm – 1:15 pm</b>
Transition to Next Activity	1:15 pm – 1:30 pm
Activity Period 3	1:30 pm – 3:00 pm
Transition to Next Activity	3:00 pm – 3:15 pm
Activity Period 4	3:15 pm – 4:45 pm
Free Time	4:45 pm – 6:00 pm
<b>Dinner</b>	<b>6:00 pm – 6:45 pm</b>
Free Time/Pre-Scheduled Activities	After 6:00 pm

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## YMCA Camp Letts Suggested Packing List

- Water bottle
- Sleeping bag OR a blanket and sheet
- Pillow and pillow case
- Towel for water activities (optional)
- Towel for bathing
- Clothes – Weather appropriate
- Closed toe and tennis shoes or sneakers
- Water shoes, sandals or sneakers that can get wet
- Raincoat or poncho
- Toiletries (toothbrush, toothpaste, body wash, shampoo etc.)
- Insect repellent (non-aerosol)
- Sun screen
- Fan (optional)
- Flash light/ lantern

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## Camp Letts Cabin Bed Count

Cabin	Total Beds	Beds			Toilets		Showers	
		A	B	Center	A	B	A	B
Plebe 1	27	12	12	3	1	1	2	2
Plebe 2	28	12	12	4	1	1	2	2
Bos'n 1	27	12	12	3	1	1	2	2
Bos'n 2	24	10	10	4	2	2	2	2
Ensign 1	24	10	10	4	2	2	2	2
Ensign 2	24	10	10	4	2	2	2	2
Ensign 3	24	10	10	4	2	2	2	2
Quartermaster 1	28	12	12	4	1	1	2	2
Quartermaster 2	28	12	12	4	1	1	2	2
Mariner 1	24	10	10	4	2	2	2	2
Mariner 2	24	10	10	4	2	2	2	2
Mariner 3	24	10	10	4	2	2	2	2

Letts Ledge	Total Beds	
Room 1	4	<p><u>Large Bathroom</u> 2 Toilet Stalls 2 Shower Cubicles</p> <p><u>Small Bathroom</u> <i>This restroom is situated between 2 rooms and is not recommended for general use</i> 1 Toilet, (not in a stall) 2 Shower Cubicles</p>
Room 2	4	
Room 3	3	
Room 4	4	
Room 5	4	
Room 6	4	
Room 7	4	
Room 8	4	

# YMCA CAMP LETTS RETREAT

## Camp Letts Map

