Soquel Conference Center Reservation

The Group Leader is responsible for registering all guests, lodging assingments and meal tickets. Group Leader should meet with Soquel Management one week prior to arrival to confirm lodging availability and menu items. It is also the responsibility of the group leader to meet with Soquel Mangement after the retreat, prior to departure for final billing review.
Fill in the information below to request the reservation of a Conference Retreat for Soquel.

*** Name**

*** Email Address**

*** Phone**

Alternate Phone

*** Position**

*** Department/Group Name**

*** GL# for Deposit and Final Billing**

*** Arrival Date (1st choice)**

*** Departure Date (1st choice)**

Arrival Date (2nd choice)

Departure Date (2nd choice)

*** Number of Attendees - Full Time**

*** Number of Attendees - Part Time (Day Use)**

Meal Service Options
Per our reservation policy, meal service is provided for a minimum charge of 35 persons. For weekend use, up to 5 meals are offered. All meals are delicious Lacto-Ovo Vegetarian with Vegan options. Please check with the Food Service Supervisor on menu choices and head count one week prior to arrival.

*** Meal Service**

- ☐ Yes
- ☐ No

Weekend Meal Service

- ☐ Friday Night Soup & Salad Supper
- ☐ Sabbath Breakfast
- ☐ Sabbath Lunch
- ☐ Sabbath Supper
- ☐ Sunday Breakfast
- ☐ Banquet/Agape Feast

Weekday Meal Service

- ☐ Arrival Night Soup & Salad Supper
- ☐ Breakfast
- ☐ Lunch
- ☐ Supper
- ☐ Banquet/Agape Feast

Lodging Options
All small groups of 35 or less will utilize the guest room lodge only. Larger groups will utilize the guest room lodge first and then the guest cabins will become available. RV sites are always available.

Guest Rooms	**Guest Cabins**	**RV Site**
☐ Yes	☐ Yes	☐ Yes
☐ No	☐ No	☐ No

Facility Use Options

Meeting Rooms
☐ Small Auditorium (Includes Sound Syst.)
☐ Esperanza Seminar Room (No heat or sound)
☐ Guest Room Lobby (No Sound)

Addl. Meeting Rooms
☐ Guest Dining Room (No Heat)
☐ Main Dining Room (Before/After Meal Time)
☐ Minister's Room

Other Uses Available
☐ Main Auditorium Recreation
☐ Fire Pit with Wood
☐ Cabin Cookhouse

Special Instructions

*** Your Electronic or Handwritten Signature goes here.**

Once this reservation form is signed and submitted, you will receive approval from the Soquel Conference Grounds and a $1,000.00 deposit is then required to confirm the reservation.
This deposit can be done in the form of a departmental transfer (JV) at CCC or by sending a check made out to Central California Conference SDA and noting the name and date of your retreat.
You will receive a receipt electronically or by mail once processed.
All information is available by calling the Soquel Conference Grounds @ 831-464-4900.
You can email the Manager at jbadger@cccsda.org
Mailing address is Soquel Conference Center 1931 Old San Jose Road Soquel, CA 95073