

# Cathedral Ridge Planning Guide

A Gathering Place for All

## *Planning Your Visit at Cathedral Ridge*

This guide will provide you the information you need to plan your group's visit to Cathedral Ridge—from menus to lodging options.

***PLEASE REVIEW IT CAREFULLY PRIOR TO COMPLETING YOUR PRE-STAY INFORMATION ONLINE.*** We wish to provide you and your group with excellent service and attention; providing us the information below in a timely fashion will help us best serve you and exceed your expectations.



CATHEDRAL  
RIDGE



1364 County Road 75  
Woodland Park, CO  
80863

Phone: 719.687.9038  
[www.cathedralridge.com](http://www.cathedralridge.com)

## Planning Your Stay With Us

---

As you plan your visit to Cathedral Ridge, please take the following planning timelines and steps as guidelines for your work with our staff. We wish to provide you and your group with excellent service and attention; providing us the information below in a timely fashion will help us best serve you and exceed your expectations.

**As soon as possible**, complete the *General Information Form* via the link on the web page (<http://fs19.formsite.com/cathedralridge/form1/index.html>) to hold the dates for your stay or event at Cathedral Ridge. Once our staff has received this completed section, and confirmed the availability of your requested dates, we will send you your *Reservations Contract*.

**As soon as possible after receiving the *Reservations Contract***, sign the contract and send with the required deposit to guarantee your reservation. Please start reviewing the information in this guide to plan your lodging, meeting space and meals.

**30 Days Prior to Arrival**, complete the *Lodging and Meeting Space* form (<http://fs19.formsite.com/cathedralridge/form2/index.html>). Please also send the following information:

- a *Certificate of Insurance* to Cathedral Ridge\*.
- a copy of your program schedule. This is important so that we may accommodate your needs.
- any special dietary needs in your group.

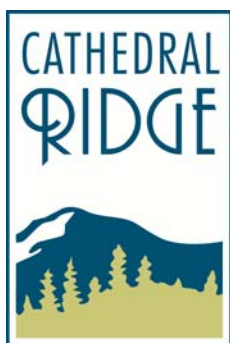
(After this deadline we will do our best to meet your requests, but we are unable to guarantee that we can).

**9 Days Prior to Arrival**, provide the final numbers for your group (*this is the number you will be obligated to pay for. You may increase this number by no more than ten percent following this deadline*). You should also provide us with a complete *Rooming List* (<http://fs19.formsite.com/cathedralridge/form4/index.html>), and the *Meals and Snacks* (<http://fs19.formsite.com/cathedralridge/form3/index.html>) form for your group and return them to Cathedral Ridge.

**Upon Arrival at Cathedral Ridge**, you will check in with your Cathedral Ridge host and review final numbers, schedule and any special needs or requests. We also ask that early in your group's program, you provide an opportunity to make an announcement to the entire group regarding the facility, meal times, and other things the group needs to know.

\*Your insurance must name Cathedral Ridge as additional insured as follows:

**Episcopal Camp and Conference Ministries, DBA Cathedral Ridge**



## Lodging Information

---

### Main Lodge Rooms

Cathedral Ridge offers 22 hotel-style rooms in the main lodge, each of which can house between one and four people. These comfortable rooms have one queen bed and one twin bed, and each room has its own bathroom and linens. For a “quad” set-up, an additional twin bed will be added (14 rooms available for this configuration).

### Rates—Main Lodge

<u>Main Lodge</u>	<b>Single</b>	<b>Double</b>	<b>Triple</b>	<b>Quad</b>
1 night/ 3 meals	90	80	70	60
2 nights/ 5 meals	140	130	110	90
3 nights/ 8 meals	215	200	175	150
4 nights / 11 meals	290	270	240	210
5 nights / 14 meals	365	340	305	270
6 nights /17 meals	440	410	370	330

### Retreat Cabins

Cathedral Ridge also offers dorm style lodging in Retreat Cabin 1 and Retreat Cabin 2. Each of four rooms can accommodate from 6 - 8 people in bunk beds (for a maximum capacity of 28-32 people), and pairs of rooms share bathrooms.

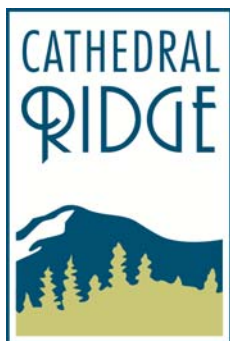
### Rates—Retreat Cabins

<u>Retreat Cabin 1 &amp; 2</u>	<b>Dorm</b>
1 night/ 3 meals	62
2 nights/ 5 meals	110
3 nights/ 8 meals	165
4 nights / 11 meals	220
5 nights / 14 meals	275
6 nights /17 meals	330

**Prices are per person.**

Children, ages 4 – 8 are half price

Children, ages 0 – 3, no charge



## Meals at Cathedral Ridge

---

Cathedral Ridge is known for its exemplary hospitality and excellent meals.

We have a wonderful selection of high quality food that is served in our newly renovated dining hall. The dining hall comfortably accommodates up to 175 people. We generally serve “family style” or “buffet style”, but we have many other options. Traditionally, our meal times are at 8:00 am, 12:00 pm, and 6:00 pm. If no other groups are sharing the dining hall, we are happy to adjust your meal time to better accommodate your program schedule.



## Snack Menus

---

You may bring your own commercially packaged snacks.

Or, Cathedral Ridge will provide snacks. We offer a wide variety of snacks; choose any two of the following, along with coffee, assorted teas, and iced water for \$4 per person:

Danishes/ Pastries

Muffins

Assorted Cathedral Ridge Cookies

Brownies/Squares

Mountain Fruit and Nut Mix

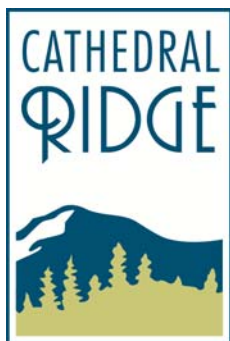
Popcorn (various flavors)

Granola Bars

Bottled Water is available for \$12 / case of 24 bottles

Soft Drinks are available for \$16/ case of 24 cans

S'mores Kits are available for \$2 per person





## Meeting Space

Cathedral Ridge offers a variety of meeting spaces and configurations, to help make your group's conference, retreat or other event as successful as possible. Meeting space is available in the Main Lodge, in Retreat Cabin 1, and in Retreat Cabin 2 in the configurations listed below. Please think carefully about which meeting spaces and configurations will best meet your group's needs before you complete the Lodging and Meeting Space form online.

### Main Lodge Meeting Space

The Main Lodge offers the following spaces for small and large groups. Specific capacities depend on the room layout (see charts on following pages).

Fireside Room 27' x 38'	(20-50 people)
Small Gathering Area A	(4-8 people)
Small Gathering Area B	(4-8 people)
Breakout Room A	(8-24 people)
Breakout Room B	(8-24 people)
Small Outdoor Deck A	(4-8 people)
Small Outdoor Deck B	(4-8 people)
Large Outdoor Deck A	(10-15 people)
Large Outdoor Deck B	(10-15 people)



### Retreat Cabin 1 Meeting Space

Retreat Cabin 1 offers two large meeting spaces, along with 2 decks that can accommodate smaller groups. Specific capacities depend on the room layout (see charts on following pages).

Fireside Room 23' x 35'	(12-80 people)
Lower Floor Room	(12-60 people)
Large Outdoor Deck A	(10-15 people)
Large Outdoor Deck B	(10-15 people)

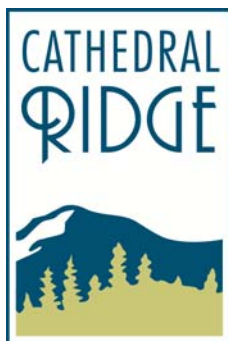
### Retreat Cabin 2 Meeting Space

Retreat Cabin 2 offers a smaller meeting room, along with 3 decks. Specific capacities depend on the room layout (see charts on following pages).

Fireside Room 18' x 20'	(12-24 people)
Lower Deck	(10-18 people)
North Deck	(8-12 people)
South Deck	(12-20 people)

### Available Room Configurations

Please refer to the charts following for configuration capacities.



**Theater style** - chairs only with an aisle(s)

**Boardroom seating** - 8' tables in a rectangular shape with chairs around the perimeter of the room

**Round table seating** - round tables with 6-8 chairs each

**Circle** - row(s) of chairs in a circle

**Horseshoe seating** - chairs in a U shape (1-3 rows)

**Comfortable or informal seating** - couches, rockers, coffee tables, etc.

(only available for groups under 25 people)

## Meeting Space Configurations and Capacity

### Main Lodge

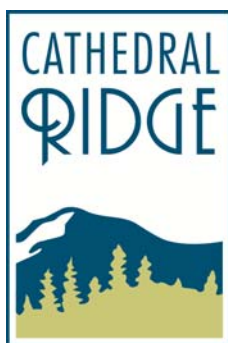
Room Configuration	Fireside Room 1026 sf	Breakout 1	Breakout 2	Breakout 3	Breakout 4
Theater	50	24	24	-	-
Board Room	24	12	12	8	8
Round Tables	48	18	18	12	12
Circle	30	12	12	8	8
Horseshoe	40	18	18	6	6
Comfortable	24	12	12	8	8

### Retreat Cabin 1

Room Configuration	Fireside Room 800 sf	Lower Gathering Room 800 sf	Lower Breakout Room	North Deck Outdoor	South Deck Outdoor
Theater	60	60	24	20	20
Board Room	30	30	12	12	12
Round Tables	60	60	18	18	18
Circle	30	30	12	12	12
Horseshoe	60	60	18	18	18
Comfortable	30	30	12	12	12

### Retreat Cabin 2

Room Configuration	Fireside Room 360 sf	Lower Deck	North Deck Outdoor	South Deck Outdoor
Theater	24	-	-	20
Board Room	12	12	8	12
Round Tables	18	16	12	18
Circle	12	12	8	12
Horseshoe	18	18	6	18
Comfortable	12	10	8	12

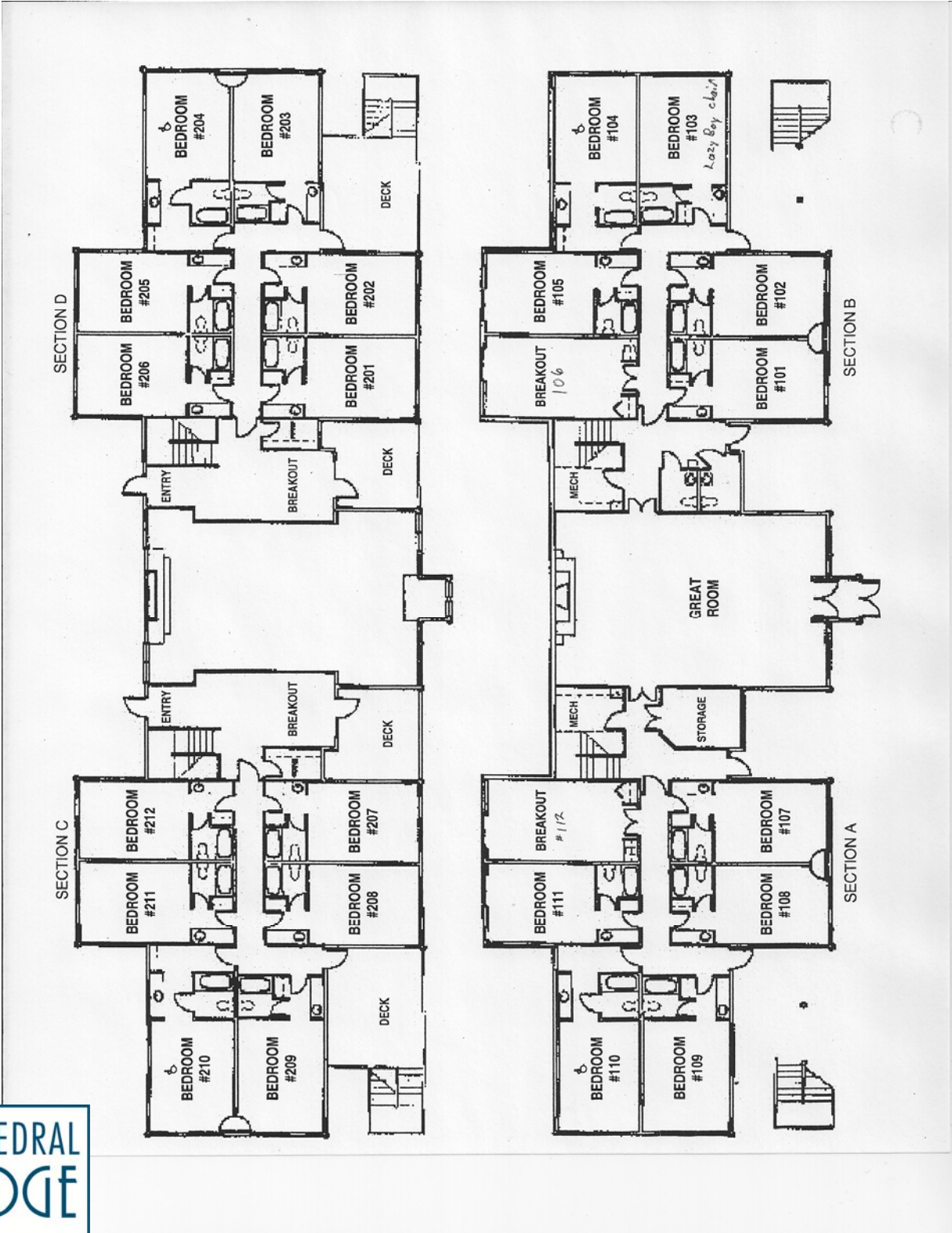


#### Audio/Visual Equipment Options:

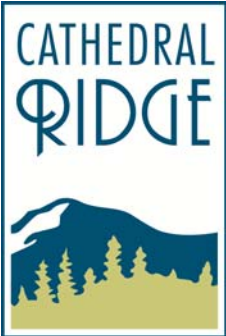
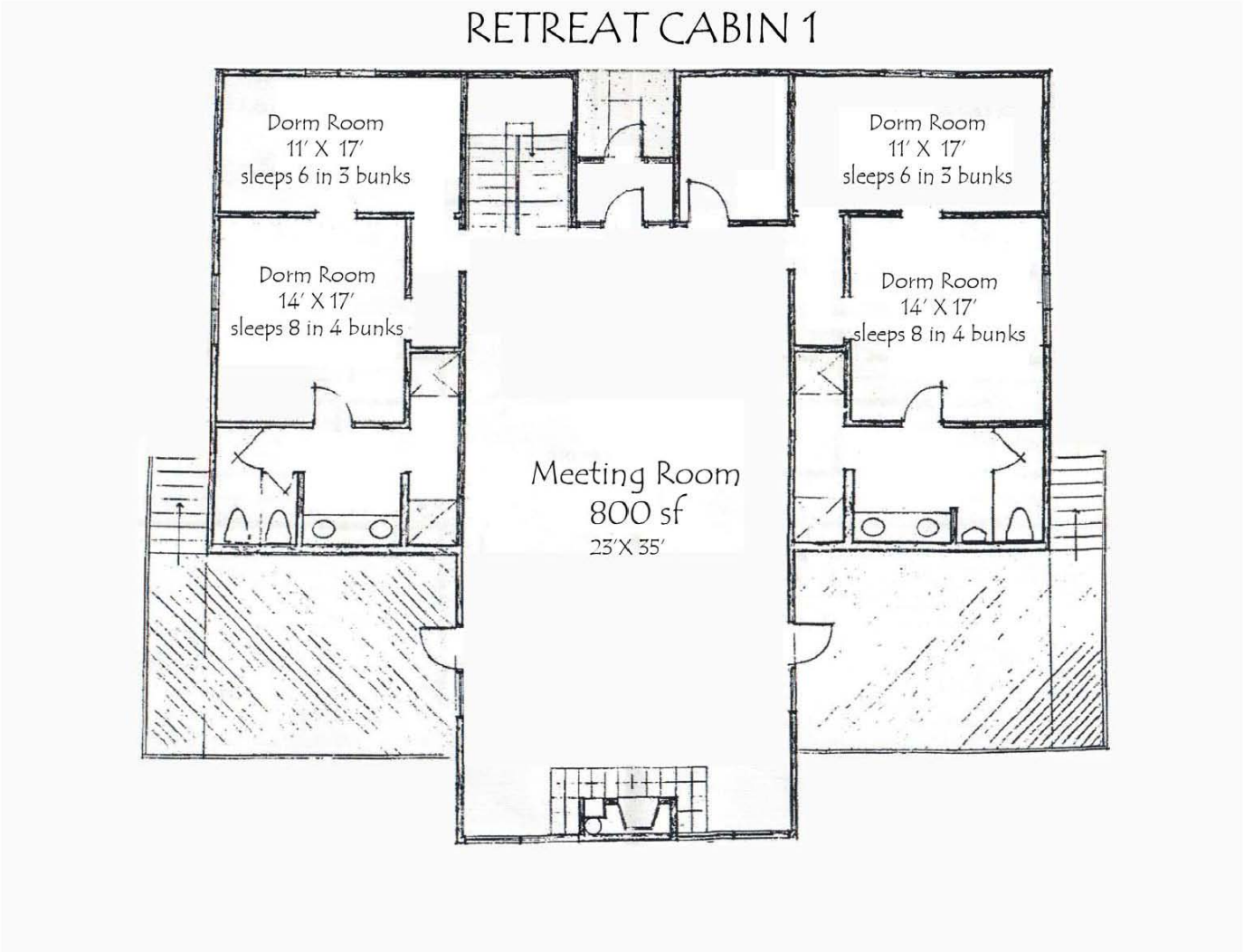
TV/DVD  
TV/Projector  
Lapel Microphone  
Podium  
Microphone  
Risers/staging

CD Player  
Music Stand  
Soundboard  
Easel (whiteboard)  
Easel with pad (\$15 per pad)





Retreat Cabin 1 Floor Plan





RETREAT CABIN 2

