

**2017 BONCLARKEN SUMMER CONFERENCE  
HOUSING REQUEST FORM**

**GENERAL SYNOD & FAMILY BIBLE CONFERENCE**

(Please use a separate form for each room requested.)

Date \_\_\_\_\_

Person Making Request \_\_\_\_\_

Guest Name(s) \_\_\_\_\_

Name of Church/Agency \_\_\_\_\_

Mailing/Billing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Personal Phone (\_\_\_\_\_) \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_

Fax Number (\_\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Housing Needs – Place your housing preferences below:

1<sup>st</sup> Building Choice \_\_\_\_\_

2<sup>nd</sup> Building Choice \_\_\_\_\_

3<sup>rd</sup> Building Choice \_\_\_\_\_

Number of Adults \_\_\_\_ Youth 11-18 yrs. \_\_\_\_ Children 4-10 yrs. \_\_\_\_ Children 0-3 yrs. \_\_\_\_

Special Requests (cot, handicapped accessible, etc.) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of Arrival \_\_\_\_\_ Date of Departure \_\_\_\_\_

**(Please note that check-in time is 4:00pm and check-out time is 10:30am.)**

\_\_\_\_\_

**DEPOSIT INFORMATION (REQUIRED)**

Check enclosed for deposit (50% of entire stay) in the amount of \$ \_\_\_\_\_.

**OR**

I will pay my deposit (50% of entire stay) with Visa or Master Card. Please contact me for information. I understand that my reservation cannot be confirmed until my deposit has been processed.

**Important Dates**

**General Synod**

**January 16, 2017** – Earliest date requests for Synod housing may be submitted via the Bonclarken website.

**February 1, 2017** - Earliest date written (email, fax, and US mail) housing reservation requests can be made for Synod.

**February 15, 2017** - Earliest date telephone housing reservation requests can be made for Synod.

**Family Bible Conference**

**February 1, 2017** - Earliest date written (email, fax, and US mail) housing reservation requests can be made for Family Bible Conference.

**February 15, 2017** - Earliest date telephone housing reservation requests can be made for Family Bible Conference.



A non-refundable deposit of 50% of the cost of all rooms is required for all reservations within two weeks of the date the reservation is made. Reservations will not be confirmed until the deposit is received.



Send all written reservation requests to the attention of:  
Susan Frohlich  
Bonclarken Conference Center  
500 Pine Drive  
Flat Rock, NC 28731  
or  
[sfrohlich@bonclarken.org](mailto:sfrohlich@bonclarken.org)  
or by fax to 828.697.1735

**Music Conference Housing**  
For Bonclarken housing during Music Conference, please see the information and forms in the 2017 Music Conference brochure. To obtain a brochure, please contact Norma Jean Huffstetler at 704.864.5877 or [njhuffstetler@gmail.com](mailto:njhuffstetler@gmail.com)



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Flat Rock, NC 28731  
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(fax) 828.697.1735  
[www.bonclarken.org](http://www.bonclarken.org)