

Camp Kirkwood

Instructions for completing the attached Reservation Request Form:

Please note that this is only a request and not a guarantee until a 25% deposit has been received by the finance department.

1. Complete the date requested along with the arrival time and departure time.
2. List your group name, contact person, contact email (very important), contact work phone, contact home phone.
3. Fill in billing information name, address, day time phone, evening phone.
4. List the name of the event/activities planned
5. Complete the number attending (estimation is fine if total is unknown)

The Wilmington Family YMCA provides certified lifeguards for all swimming and canoeing activities. In this section, please list the date(s) you wish to utilize the pool with an estimated number of people to be in the pool at one time. Please detail the swim time from beginning to end.

Page 2 describes housing information and meeting facilities. Fill in this information if you will be utilizing any of these areas. This page also contains other use fees. This section is to be completed if you will be utilizing canoes or the pool and ground use fees if you will not be using any housing or meeting facilities.

Page 2 requires a signature and a date to be considered a valid reservation request.

Page 3 is Food Service selection. If you wish to have meals prepared for you, this page will need to be completed. In addition, this page also requires a signature and date to be considered valid.

Once the Reservation Request Form is completed, it should be mailed to the Wilmington Family YMCA 2710 Market St., Wilmington, NC 28403. In order to secure your reservation, the request must be accompanied with a 25% deposit of the total charges. Once received, your reservation is considered valid. **Ten days prior to your arrival, the balance must be paid to avoid cancellation of your reservation.**

If you have any questions, please feel free to call or email Giles MacMillian at 910.251-9622 ext. 223 or www.wilmingtonfamilyymca.org.

We hope you enjoy your experience at Camp Kirkwood!