# Group/Rally Planning Questionnaire

Thank you for considering 1000 Islands/Association Island KOA for your group’s upcoming rally. To help us all plan for your group’s special event, please take a moment to fill out the following questionnaire:

**Name of Group:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Name of Group Leader:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Work Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Cell Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Best Time & # to Call: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Preferred Dates:** Arrival Date: Departure Date: # of Nights:

 1st Choice: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 2nd Choice: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

*Please note: group members often may arrive earlier or stay later than the actual rally dates. The resort will honor the group’s discount percentage for the additional nights of the group members’ stays (not combinable with other offers, and not for holiday periods).*

**# of RV Sites Requested:** Min: Max: Target:

By Site Class: *(enter number if known per site class, otherwise just enter # for Total )*

 Lake View: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Deluxe Lake-View: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Premium Lake-Front: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Pull-Thru: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Premium Pull-Thru: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 **Total RV Sites** \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

By Site Type: *(enter number if known per site type, otherwise just enter # for Total )*

 Pull-in: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Back-in: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Pull-thru: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Doesn’t matter: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Min Site Length Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(e.g., all are >40’, etc*)

Other Site Requirements: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ *(please describe*)

**Preferred Location on Island:** Yes No *(check one)*

 Lake-side: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ *(L, E, Y sites)*

 Harbor-side: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ *(O, B, LL, M, H sites)*

 Lake-side or Harbor-side: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ *(no preference)*

**Types of RVs in Group:** *(enter expected #s)*

 Motorcoaches: \_\_\_\_\_\_\_\_\_\_\_\_

 5th Wheels: \_\_\_\_\_\_\_\_\_\_\_\_

 Travel Trailers: \_\_\_\_\_\_\_\_\_\_\_\_

**# of Marina Slips Requested:** Min: Max: Target:

 Standard: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 Premium, with Electric: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 **Total Marina Slips:** \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**# of Cottages Requested:** Min: Max: Target:

 **Total Cottages:** \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**References from Past 2 RV Rallies:**

Resort Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person at Resort: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dates of Rally: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resort Name & Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Person at Resort: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact’s Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dates of Rally: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Will Your Rally Require Space?** Yes No

 For Meetings, No Meals: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

 For Group Meals, No Caterer:\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_ *(self-prepared, potluck)*

 For Group Meals, Catered: \_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

**Have You or a Group Member Personally Visited Our Resort?** Yes \_\_\_ or No\_\_\_

 If so, enter person’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date You 1st Contacted Us:** \_\_\_\_\_\_\_\_\_\_\_\_

If your rally will NOT require a meeting space or group meals, you may stop here and submit these first 2 pages by email to: info@koa1000islandsrv.com

Our group sales manager will contact you shortly.

If your rally WILL require meeting space or group meals, please continue on to pages 4 and 5 of this Questionnaire.

Notes:

**Option A: Meeting Space Rentals (Meeting Space Only, No Meals):**

If your group is requesting meeting space (without meals), please fill in the following section. *(For meetings with catered meals, please see next section.)*

 Date: Start Time: End Time: Building: # Chairs: # Tables:

 Meeting 1: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Meeting 2: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Meeting 3: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

 Meeting 4: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_

For “Building”, please select:

 Black Catte: $50/hr subject to min $100, 99 people max.

 Conference Center: $100/hr subject to min $200, 200 people max.

Note: Group must pay rental fee up-front, plus a $200 security deposit which is fully refundable if premises are left in the same condition as initially presented (garbage must be removed, area must be broom-swept & wiped down, chairs/tables must be returned to original locations). If left unclean, group will be charged $50/hour for cleaning services. Group leader must sign declaration of financial responsibility for any potential property damages during use of meeting space.

**Option B: For Group Meals, Prepared by Group Members (e.g., Potluck Dinners):**

If your group is requesting space to host your own group’s potluck meals, please fill in the following section.

 Date: Start Time: End Time: Building: # People: Type:

 Meal 1: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Meal 2: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Meal 3: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Meal 4: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Note: Group must pay rental fee up-front in accordance with the “Meeting Space Rentals” section, plus a $200 security deposit which is fully refundable if premises are left in the same condition as initially presented (garbage must be removed, area must be broom-swept & wiped down, chairs/tables must be returned to original locations). If left unclean, group will be charged $50/hour for cleaning services. Group leader must sign declaration of financial responsibility for any potential property damages during use of meeting space.

**Option C: For Group Meals, Provided by Outside Caterers:**

If your group is requesting catered meals by outside caterers, please fill in the following section.

 Date: Start Time: End Time: Building: # People: Caterer:

 Meal 1: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Meal 2: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Meal 3: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

 Meal 4: \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_

Note: Approved caterers must provide Certificates of Insurance for Workers Comp and General Liability coverage, naming 1000 Islands/Association Island as additional insured.

Note: Group must pay rental fee up-front in accordance with the “Meeting Space Rentals” section, plus a $200 security deposit which is fully refundable if premises are left in the same condition as initially presented (garbage must be removed, area must be broom-swept & wiped down, chairs/tables must be returned to original locations). If left unclean, group will be charged $50/hour for cleaning services. Group leader must sign declaration of financial responsibility for any potential property damages during use of meeting space.

Security deposits will be returned upon satisfactory inspection by the resort manager, group leader, and catering manager.

This completes the initial phase of our “Rally Planning Questionnaire”. Please submit all 4 pages by email to info@koa1000islandsrv.com

Our group sales manager will contact you shortly with a rate proposal, tentative site assignments, and to discuss other plans. In the meantime, feel free to call us at 800-393-4189 if you have any questions.

## 1000 Islands/Association Island KOA appreciates your interest

**and looks forward to hosting your upcoming rally!**