



Jubilee House Retreat Center

822 E. Main Street
Abingdon, VA 24210

Phone: 276-619-0919
e-mail: info@jubileeretreat.org
website: www.jubileeretreat.org

Diocesan Distance Learning Center Reservation Form (Please print clearly.)

Today's Date: _____

Office/Parish _____ Group _____

Contact Person _____ Daytime Phone _____
(Include area code)

Address _____

(City) _____ (State) _____ (Zip)

E-mail address _____

DATE(S) REQUESTED FOR USE OF JUBILEE HOUSE

ARRIVE _____ <small>(TIME) (DATE)</small>	PROGRAM _____ <small>(TIME)</small>	DEPART _____ <small>(TIME) (DATE)</small>
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Number of Participants _____ Men _____ Women _____
(If applicable)

Set-up Options

_____ Round tables (7 maximum/3 to 6 chairs per table) _____ Tables _____ Chairs
 _____ Oblong tables (9 maximum/2 to 8 chairs per table) _____ Tables _____ Chairs
 _____ Display table(s) _____ Tables _____ Chairs
 _____ Flip Chart _____ Other (_____)

Lodging requirements _____

Special requirements _____

Advertise on retreat center's webpage: Yes _____ No _____

Meals

Breakfast: Quantity _____ Time _____
 Lunch: Quantity _____ Time _____
 Dinner: Quantity _____ Time _____

Special needs for meals are accommodated by Jubilee House (food allergies, diabetics, vegetarians). Please be specific as to what the special needs are and for how many people.

Please return forms to Bob Vaughan, Director of Jubilee House. bvaughan@richmonddiocese.org

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