Event Planning Guide
THANK YOU FOR YOUR INTEREST IN CATHEDRAL RIDGE!

We are glad you are considering Cathedral Ridge as a venue for your event. This guide provides the information you need to make a reservation and plan your group’s visit to Cathedral Ridge—from lodging options to meeting spaces and menus.

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.

CONTACT INFORMATION

If at any time in your planning process, you need support, please call us at 719-687-9038 or office@cathedralridge.org.

To reach us by mail, send correspondence to:

Cathedral Ridge
1364 CR 75
Woodland Park, CO 80863
PLANNING YOUR STAY WITH US

As you plan your visit to Cathedral Ridge, please use the following planning timeline and steps as a guideline for your work with our staff.

As soon as possible, complete the Plan an Event form on our website (www.cathedralridge.org/plan-an-event) or contact us at 719-687-9038 or office@cathedralridge.org. This will allow us to confirm availability for your stay or event at Cathedral Ridge. Once our staff has received this information, and confirmed the availability of your requested dates, we will send you a reservation agreement.

As soon as possible after receiving the reservation agreement, review and sign the agreement and return it with a $500 deposit to guarantee your reservation.

45 Days Prior to Arrival, provide us with lodging and meeting details as well as meals, snacks and additional activities information. Please also include the following details:

- Certificate of Insurance
- Tax Exempt Form
- Copy of your program schedule
- 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).

14 Days Prior to Arrival, provide the final numbers for your group. You are committing to pay for this number of guests during your stay. You may increase this number by no more than 10% following this deadline. Please also provide us with a complete rooming list.

1 Your insurance must name Episcopal Camp and Conference Ministries, doing business as Cathedral Ridge, as an additional insured.
Upon Arrival at Cathedral Ridge, 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 for Cathedral Ridge staff to make an announcement to your entire group regarding the facility, meal times, and other logistical details.

**LODGING INFORMATION**

The Center at Cathedral Ridge offers accommodations for all: from hotel-style rooms in our main lodge to a small trailer on a secluded part of the property. Several of our cabins are equipped with bunk beds for summer camps and youth retreats while others offer a mix of bunk, twin, double, queen and king beds. Our facilities are well-maintained and comfortable for people of all ages.

**Lupine Lodge**

Cathedral Ridge offers 22 hotel-style rooms in the main lodge, each of which can house between one and four people. Each of these comfortable rooms has two queen beds and its own bathroom and linens. Maximum capacity for Lupine Lodge is 88 people.

**Aster Cabin**

Cathedral Ridge provides dormitory-style lodging in Aster Cabin. The cabin has four rooms and each can accommodate six to eight people in bunk beds for a maximum capacity of 28 people. Pairs of rooms in the Aster Cabin share bathrooms. Aster Cabin features a large gathering room as well as a large recreation room on the lower level.
Bluebell Cabin

Like Aster Cabin, Bluebell Cabin offers group lodging to our visitors. The cabin has four rooms and each can accommodate ten to twelve people in bunk beds (for a maximum capacity of 40-48 people). Pairs of rooms in Bluebell Cabin share bathrooms. The cabin includes a smaller gathering room.

Barberry Cottage

A secluded four-bedroom, two-bath house with full kitchen, Barberry Cottage features a sunroom with beautiful views. Barberry is currently furnished with queen beds in two of the rooms and two bunk beds in the third room. In addition, a loft fits four bunk beds for a full capacity of sixteen people. Barberry Cottage is perfect for a small youth event.

Snowberry Cottage

The cottage is a beautifully appointed, four-bedroom house, perfect for families or smaller retreat groups. Snowberry Cottage has a fully equipped kitchen, one room with a king bed and en suite bath, two rooms with a queen and twin bed each, one room with a queen bed, and a shared full bath for a full capacity of ten people.

Gooseberry Cottage

This five-bedroom cabin has rustic charm. One room has a queen bed, two rooms have three twin beds each, and two rooms have two twin beds each for a full capacity of twelve people. Gooseberry Cottage has a fully equipped kitchen.

Hermitage

The Hermitage is a comfortable camper trailer, off the grid with breathtaking views to the north at 8,450 feet above sea level. Comforts in this secluded space
include running water, toilet, battery-powered lights, propane cooking, and heat. The trailer is perfect for one or two people.

LODGING FLOOR PLANS

See appendix of this document.

MEETING SPACES

Cathedral Ridge brings people together and provides opportunities to establish new connections, deepen bonds with one another, and take note of community. Much of this connection blossoms during gathering times and we take great care to provide meeting spaces that are welcoming and offer the right tools for your event.

Lupine Lodge

Lupine Lodge offers the following spaces for small and large groups. Specific capacities depend on the room layout.

Indoor Spaces
• Fireside Room 28’ x 25’ (20-40 people)
• Breakout Room A (8-24 people)
• Breakout Room B (8-24 people)
• Small Gathering Area C (4-8 people)
• Small Gathering Area D (4-8 people)

Outdoor Spaces
• Small Outdoor Deck A (4-8 people)
• Small Outdoor Deck B (4-8 people)
• Large Outdoor Deck C (10-15 people)
• Large Outdoor Deck D (10-15 people)
Aster Cabin

Aster Cabin offers two large meeting spaces, along with two decks that can accommodate smaller groups. Specific capacities depend on the room layout.

Indoor Spaces
  • Fireside Room 23’ x 35’ (12-80 people)
  • Lower Floor Room (12-60 people)

Outdoor Spaces
  • Large Outdoor Deck A (10-15 people)
  • Large Outdoor Deck B (10-15 people)

Bluebell Cabin

Bluebell Cabin offers a smaller meeting room, along with three decks. Specific capacities depend on the room layout.

Indoor Spaces
  • Fireside Room 18’ x 20’ (12-24 people)

Outdoor Spaces
  • Lower Deck (10-18 people)
  • North Deck (8-12 people)
  • South Deck (12-20 people)

Sage Hall

Sage Hall is our spacious, attractive dining room, seating 100+ guests. Sage hall is also available for larger meetings and receptions.
A/V EQUIPMENT OPTIONS

To assist you with your meeting needs, Cathedral Ridge meeting spaces come equipped with state-of-the-art audiovisual equipment.

- TV/DVD/Projector
- Lapel Microphone
- Podium Microphone
- Risers and staging set-up
- CD Player
- Music Stand
- Soundboard
- Easel with whiteboard
- Easel with pad

AVAILABLE ROOM CONFIGURATIONS

Most gathering spaces at Cathedral Ridge can be configured in many ways to facilitate your meeting, class, retreat or event. Some of the possibilities are:

**Theater style**

Chairs only with an aisle or aisles.

**Boardroom seating**

Eight foot tables in a rectangular shape with chairs around the perimeter of the room.

**Round table seating**

Round tables with six to eight chairs each.
Circle
Chairs around an open circle.

Horseshoe seating
Chairs in a U shape, from one to three rows

Comfortable or informal seating
Couches, rockers, coffee tables, etc. for groups of under 25 people

MEETING SPACE CONFIGURATIONS AND CAPACITY

See appendix of this document.

MEALS & SNACKS

Meals at Cathedral Ridge are an opportunity for guests to eat great food, and enjoy excellent hospitality, while in fellowship with one another. We provide nutritious, healthy foods that are conscious of resources and our local environment. Our food service staff’s ministry is to prepare fresh, simple, well-balanced foods, specializing in country-style comfort food and of course, our famous Cathedral Ridge Cookies!

We nourish our guests’ bodies, so they can nourish their mind and spirit.

Sage Hall Dining Room

The newly renovated dining hall comfortably accommodates 175 people.

Meal Times
8:00 am — Breakfast
12:00 pm — Lunch
6:00 pm — Dinner
Cathedral Ridge strives to accommodate the dietary preferences and needs of its campers and visitors by offering a variety of choices. If you prefer a vegetarian meal or have specific dietary needs or allergies please let us know so we can ensure that your dietary requirements are met during your stay.

**SAMPLE MEALS**

All meals are served with an assortment of beverages.

**Breakfast buffet items**

- Cereal Bar
- Maple & Sugar-Free Syrup
- Assorted Fresh Fruit
- Arrangement of Breads, Muffins, Biscuits
- Meat or Veggie Egg Soufflé
- Bacon or Sausage
- Hash Browns or Potato Frittata
- Polenta
- Sautéed Fresh Vegetables
- Crème Brûlée, French Toast

**Luncheon buffet items**

- Homemade Soups, Fresh Breads
- Full Salad Bar
- Hot Entrees, Grilled Sandwiches, French Dips
- Box Lunches
- Specialty Cookies
Dinner entrees

- Chicken Osso Bucco
- Southwest Meatloaf
- BBQ Beef Brisket
- Marinated Pork Tenderloin
- Red Meat Trout

All entrees served with fresh vegetables in season, appropriate side dishes and a full salad bar.

SNACKS AND HORS D’OEUVRES

Cathedral Ridge provides complimentary coffee, tea, and water for all events. In addition we offer a wide range of snack items, both home-baked and packaged, and warm hors d’oeuvres. Each item serves 15 unless otherwise noted. Please ask our reservation specialist for pricing. The following lists are subject to change.

Snack Items

- Cheese and crackers
- Mixed nuts/Chips
- Vegetables and dip
- Power bar basket
- Continental breakfast
- Assorted freshly baked scones
- Cookie and brownie platter
- Gourmet cookie platter
- Homemade granola bars & trail mix
- Homemade pies (South Carolina lemon, pumpkin, pecan, apple)
- Cheesecake
- S’mores kit
Hors d’Oeuvres

- **Spicy Chicken Wings** 20 wing pieces roasted in spicy buffalo sauce, accompanied by ranch and blue cheese dips with carrot and celery sticks
- **Asian Chicken Lettuce Wraps** 10 lettuce cups filled with tangy hoisin grilled chicken, rice noodles, pickled carrots and chilies, and fresh cilantro
- **Korean Pork Meatballs** 20 roasted pork meatballs in a sweet and spicy Korean BBQ sauce
- **Pot Stickers** 20 chicken and vegetable Chinese dumplings, steamed and pan fried golden brown, served with a soy ginger dipping sauce
- **Pierogis** 20 Polish potato and cheese dumplings, served smothered in caramelized onions and sour cream
- **Baked Brie** A wheel of brie cheese baked to almost melting, served with sliced apples, honey, and walnuts
- **Nachos Supreme** Warm nacho chips topped with refried beans, jalapeños, guacamole, salsa, melted cheese, and sour cream
- **Mini Pepperoni Pizzas** 10 English muffin pizzas baked with rich tomato sauce, mozzarella, and pepperoni
- **Stuffed Mushrooms** 15 mushroom caps stuffed with asiago cheese and bacon, broiled golden brown
- **Stuffed Sweet Potato Cups** 10 sweet potato cups filled with a spicy green chili peanut filling and topped with feta cheese, baked to golden brown
- **Fried Zucchini Sticks** 20 zucchini sticks battered with a rice batter, fried golden and served with an agave mustard or tomato orange dip
APPENDIX

Lodging Floor Plans

- Lupine Lodge Floor Plan
- Aster Cabin Floor Plan
- Bluebell Cottage Floor Plan
- Barberry Cottage Floor Plan
- Gooseberry Cottage Floor Plan

Meeting Room Capacity per Layout Type

- Lupine Lodge Meeting Spaces
- Aster Cabin Meeting Spaces
- Bluebell Cabin Meeting Spaces
ASTER CABIN FLOOR PLAN
BLUEBELL COTTAGE FLOOR PLAN

Bluebell Cabin @ Cathedral Ridge

Bunkbeds for 46

Dorm Room 14' x 22'
Sleets 12 in 6 bunks

Dorm Room 15' x 22'
Sleets 12 in 6 bunks

Bath

Storage

Meeting Room 360 sf
20' x 18'

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BARBERRY COTTAGE FLOOR PLAN

Barberry Cottage

Beds = 14/Sleeps 16

Living Room/Den Area

Dorm Bedroom (Main)
Bunkbeds = 2/Sleeps 4

Loft Bedroom (Upper)
Bunkbeds = 4/Sleeps 8

3/4 Bath

Heated Sun Room with Tiled Floor

Fully Equipped Kitchen

Dining Room

Bedroom 2
Double Bed/Sleeps 2

Bedroom 1
Queen Bed/Sleeps 2

Full Bath
### LUPINE LODGE MEETING SPACES

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