



## Frequently Asked Questions

### ***When is your facility available for rentals?***

The Harlam Retreat Center at URJ Camp Harlam is available September through May 15.

### ***What is your rental minimum?***

We require a minimum of 25 guests per night.

### ***How many people can your facility accommodate?***

Our maximum capacity is 300.

### ***What type of housing do you offer?***

We provide housing options to accommodate all types of events including motel-style rooms and dormitory-style rooms.

### ***Do you provide linens?***

We currently do not provide linens. We provide a pillow and blanket for each bed in the motel-style rooms only.

### ***If your campus handicap accessible?***

Many of our buildings are wheelchair/handicap accessible, with doorways and bathrooms that are ADA compliant. Please note that camp is positioned on 300+ acres of hills and gradients that may be a bit more difficult to access. We already have staff available who can provide rides to those who need extra assistance.

Golf carts may be available for rental through an outside vendor. Please inquire for more information.

### ***What time is check-in/checkout?***

Check-in is typically at 4pm with dinner as the first meal. Group Leaders can begin arriving at 2pm to set up. Checkout is at 11am or 1pm, depending on your groups schedule. Please speak with the Harlam staff in advance for an early check-in or late checkout request.

***What is the deposit schedule for a contract?***

The deposit schedule is as follows:

- 20% of your contracted amount due upon signing
- Preferred method of payment is eCheck, with no additional cost. If you prefer to send a check, please make them payable to Camp Harlam and remit them to the business office.

***Is there an event space rental fee?***

The nightly rate includes one program space that matches the size of your group. If additional spaces are available, they may be utilized, but are not guaranteed. Celebration weekends require an exclusive use of camp and there is a flat venue rental fee.

***Is your catering Kosher?***

We serve kosher style, meaning we do not serve dairy and meat in the same meal, and we never serve shellfish or pork.

***Can we bring our own food?***

For specific events, we may allow outside catering with prior approval. Please inquire with our team to learn more. We do allow packaged snacks for non-mealtimes with prior approval. No nuts at anytime may be brought on-site and the Newman staff will not be responsible for serving or managing these items.

***Can we bring our own alcohol?***

We may allow alcohol, with prior approval dependent on the type of event. Please reach out to learn more about our policies. Harlam is not liable or responsible for alcohol brought on premises and our staff cannot store or serve any alcohol.

***Do you have a medical professional on staff?***

No, we do not have a medical professional on property during your stay. We do have basic first-aid supplies and AEDs throughout camp, but we recommend bringing supplies or a medic to join your group if needed. The closest Hospital is St. Luke's Hospital- Carbon Campus, 500 St. Lukes Drive, Lehighton, PA 18235

***Do you have WIFI?***

We have a WIFI network throughout all of the winterized buildings. For adult and family groups we will notify the group leader of the network information.

***What should I pack?***

Please refer to our Suggested Packing List to use as a guide. Please remember to pack in layers!