MONTGOMERY CENTER

CAMP CONFERENCE RETREAT

www.MontgomeryCenter.org

88 SE 75th Street, Starke, FL 32091

(352) 473-4516

2025-2026

About Montgomery

Surrounded by natural beauty, Montgomery offers a tranquil place to spend time together. We host a variety of retreats and events including churches and youth groups, veteran retreats, scout troops, birthday parties, family reunions, school dances and field trips, crafting retreats, and more!

On 167 acres, Montgomery Center is proud to offer an expansive property that boasts lake front views, live oak trees, and some of the most beautiful nature that North Central Florida has to offer. Our site offers a variety of overnight lodging options with plenty of space to host your event.

Montgomery Center is a 501c3 non-profit camp, conference, and retreat center located between Starke and Keystone Heights. A 45-minute drive to Gainesville, and 55 minutes to Jacksonville, this is a great place to come and enjoy the tranquility of nature.

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Lodging Accommodations

INN ROOMS

The Inn at Montgomery is available for your overnight stay. Each of the 10 rooms offer two queen beds, full bath, guest wifi, and a small back patio overlooking the lake. Inn Rooms are centrally located with convenient access to the Weller Dining Hall and Inn Conference Room.

CABINS

Enjoy the view of Lake Crystal from the back deck of any one of our 10 cabins. These climate-controlled, duplex-style cabins sleep 12 with two 3/4 baths each. Each side of the cabin has 2 bunk beds and 2 twin beds, sleeping up to 6. Linens are not included and must be provided by guest, or rented on site.

Lodging Accommodations

GREGORY LODGE

Gregory Lodge offers two bedrooms, each complete with a 3/4 bath. Each room sleeps up to nine people on four bunk beds and 1 twin bed (18 total). With a full kitchen and common area, guests can enjoy some of the comforts of home.

WILLIAMS LODGE

Accommodating up to 40 people, Williams is Montgomery's largest lodge. It boasts a commercial kitchen, large common area, and deck overlooking Little Lake Crystal.

RV & Primitive Camping

RV SITES

Montgomery has seven RV sites with full hook-ups and the option of 30/50amp electric. Located adjacent to the activity field. Long term site rentals are available August-May. Please contact the office for more information.

PRIMITIVE CAMPING

Primitive camping can be done in a variety of locations around the 167 acres depending on the group's preference. A popular spot is located near Lake Emerald under the tall pines and is within close proximity to Emerald Pavilion restrooms. Electric and water are available if groups decide to campout across the lake. Showers are available near Lake Emerald.

Meeting Spaces

-OUTDOOR-

THE OVERLOOK

Overlooking Lake Crystal this outdoor chapel offers a beautiful, natural backdrop with built-in seating. Perfect for an outdoor worship service, small group meeting location, Bible study or a wedding.

EPPERT PAVILION

Montgomery's largest pavilion that can accommodate a large group for recreation or fellowship. The pavilion offers a stage, nighttime lighting, and a basketball court, 9-square, 4-square, and other recreation equipment.

Meeting Spaces

-OUTDOOR-

FIREPIT

Montgomery's largest firepit offers built-in seating and is raised to stand around for ease of marshmallow roasting! Enjoy the quiet solitude under the tall pines behind Eppert Pavilion. The Firepit is offered as a complimentary accommodation to be used with any overnight reservation.

EMERALD PAVILION

A screened-in pavilion near Lake Emerald with picnic seating, ceiling fans, and a serving window from the kitchen area. There are restrooms attached with a nearby gaga ball pit. A popular birthday party rental!

Meeting Spaces

-INDOOR-

INN CONFERENCE ROOM

Located at The Inn, this conference room measures 32x32 feet and is a wonderful option for a variety of needs. Enjoy the tranquility of the screened-in porch and rocking chairs overlooking Little Lake Crystal. This space offers a small kitchenette, as well as private restrooms.

TOWERS CHAPEL

A small indoor chapel. It is close in proximity to the Weller Dining Hall and Fireplace Conference Room. The Chapel can be used as a meeting space or for a small service.

Meeting Spaces

-INDOOR-

FIREPLACE CONFERENCE ROOM

The Fireplace Conference Room is adjacent to the Weller Dining Hall and offers endless options for expanding your event. The room measures 23x36 and offers a wet bar/serving window.

WELLER DINING HALL

The Weller Dining Hall also serves as Montgomery's largest meeting area. It boasts a wrap-around, screened-in porch with rocking chairs for guests to enjoy. This room offers vaulted ceilings, carpeted floors, and access to the Fireplace Conference Room. Two, built-in islands are available to utilize as needed.

Activities at Montgomery

-CHALLENGE-

CLIMBING WALL

AGES: MUST FIT IN HARNESS
GROUP SIZE: 10-24/HOUR

1 HOUR BLOCK STARTING AT
MORNING: 9:00-11:00
AFTERNOON: 1:30-4:30
REQUIRES AT LEAST 2 FACILITATORS

LOW ROPES

AGES: 8+
GROUP SIZE: 6-12

1.25-2 HOUR BLOCK STARTING AT
MORNING: 9:00-11:00
AFTERNOON: 1:30-4:15
REQUIRES 1 FACILITATOR

ARCHERY

AGES: 8+
GROUP SIZE: 8-24/HOUR

1 HOUR BLOCK STARTING AT
MORNING: 9:00-11:00
AFTERNOON: 1:30-4:30
REQUIRES 1 FACILITATOR

-WATER-

SWIMMING

AGES: ALL
CAN ACCOMMODATE MOST GROUPS

LAKE IS OPEN FROM DAWN TO DUSK
LIFEGAURDS MAY BE AVAILABLE UPON REQUEST

BEHIND THE BOAT

AGES: 5+
GROUP SIZE: 12-24 (6-12 PAIRS)

1.5-2.5 HR BLOCK STARTING AT
MORNING: 9:30
AFTERNOON: 1:45-3:30
REQUIRES 2 FACILITATORS + ADULT SUPERVISION

CANOEING

AGES: MUST FIT INTO PFD
(LIFEJACKET/PFD REQUIRED)
GROUP SIZE: 2-24 (16 PADDLES)

LAKE IS OPEN FROM DAWN TO DUSK
LIFEGAURDS MAY BE AVAILABLE UPON REQUEST

Complimentary with Overnight Reservations

(NOT FACILITATED BY MONTGOMERY STAFF)

FIREPIT

LOCATED BEHIND EPPERT PAVILLION WITH STONE BENCH SEATING AND A WOODEN PICNIC TABLE. GREAT LOCATION FOR ROASTING S'MORES! PATH IS NOT LIT AT NIGHT.

BEACH VOLLEYBALL

LOCATED NEAR LAKE EMERALD. VOLLEYBALL WILL NEED TO BE REQUESTED IN ADVANCE OR PROVIDED BY GROUP.

HIKING TRAILS

HIKE AROUND LAKE EMERALD, THE PRAYER TRAIL THAT IS OFF OF THE MAIN ROAD, OR ANY OF THE WALKING PATHS THROUGHOUT OUR 167 ACRES.

GAGA BALL

GAGA BALL PITS ARE LOCATED NEAR EPPERT AND EMERALD PAVILION.

ACTIVITY FIELD

LARGE OPEN GRASSY FIELD. GREAT FOR FIELD GAMES.

BASKETBALL COURT

LOCATED IN EPPERT PAVILION. INQUIRE FOR NIGHT LIGHTING AND BASKETBALLS.

LABYRINTH

LOCATED A SHORT WALK FROM WELLER DINING HALL AND PARKING. PATH IS NOT LIT AT NIGHT BUT IS BEAUTIFUL IF SET UP WITH BATTERY OPERATED TEA LIGHTS.

PING PONG

LOCATED ON THE NORTH SIDE PORCH OF THE WELLER DINING HALL. BALLS AND PADDLES PROVIDED UPON REQUEST.

BOULDERING WALL

SHAPED LIKE A CROSS, THE OBJECTIVE IS TO CLIMB AROUND THE WALL HORIZONTALLY.

HORSE SHOES

HORSE SHOE PITS ARE LOCATED NEAR EPPERT PAVILLION

Dining Preview

-SOME MEALS YOU MAY SEE DURING YOUR STAY-

BREAKFAST 8:00AM

- Biscuits & Sausage Gravy
- Pancakes/Waffles with Breakfast Meat
- Fresh Fruit, Yogurt & Granola
- Bacon, Eggs, & Tots
- Grits or Oatmeal

ORANGE JUICE & MILK SERVED ONLY AT BREAKFAST - COFFEE CAN BE SERVED ALL DAY FOR ADDED FEE

LUNCH 12:30PM

- Cold Cut Sliders
- Chicken Tenders & Sweet Potato Fries
- Hotdogs/Burgers with Chips & Fruit
- Pulled Pork Sandwiches
- Mac & Cheese & Popcorn Chicken
- Nacho Bar

SALAD BAR IS GENERALLY AVAILABLE DURING LUNCH & DINNER

DINNER 6:00PM

- Baked Ziti & Garlic Bread
- Chicken Alfredo w/ Broccoli
- Teriyaki Stir-fry
- Spaghetti & Meatballs
- Orange Chicken

DESSERT IS ONLY SERVED AT DINNER

ADDITIONAL INFORMATION:

- Meals are chosen by the chef and can be be tailored to dietary restrictions with a small up-charge
- Whole fruit is generally available throughout the day
- Food will remain on the food line for 30 minutes

DIETARY RESTRICTIONS CAN BE ACCOMMODATED FOR AN ADDITIONAL FEE PER MEAL IF REQUESTED AHEAD OF TIME

More From the Kitchen

Elevate any Retreat with a Banquet Dinner

Contact the office to discuss banquet dinner menu options and pricing. The banquet menu includes a variety of gourmet dishes from the kitchen or other delicious options from the pit! Whether you are looking for smoked brisket and ribs or fettuccini alfredo with spinach, sundried tomatoes & blackened chicken, we are happy to serve.

Event Catering: Let us Deliver!

Food is prepared at Montgomery and delivered to your event location. Contact the office to discuss event catering pricing and delivery options/fees.

Retreat Packages & Rates

Montgomery is happy to be a part of your retreat! We are excited to welcome you and look forward to providing a memorable experience for your group. The information provided in this retreat packet is meant to make your planning process as smooth as it can be.

The following Retreat Packages are available for you to choose from. Pricing is reviewed annually. Please do not hesitate to reach out to our office with additional questions.

Email us at office@montgomerycenter.org or give us a call at 352-473-4516.

Retreat Packages

If you know your group size and length of your stay, these retreat packages show you pricing that **includes lodging, meals, and meeting spaces. Activities are not built into retreat packages** and can be added on or built into the event you would like to host at Montgomery. The meeting space is determined primarily by the size of your group. Smaller groups will have a choice of either the Fireplace Conference Room, Inn Conference Room, Towers Chapel or the common area of the Lodge that you may be staying in. Larger group packages include two meeting spaces, and may have the option of utilizing the Weller Dining Hall for their primary meeting space. During meal times, the dining hall may have more than one group dining together with designated tables. These details will be arranged during the booking process.

Some groups may need a more customized retreat package, or need additional spaces. Please see pages 23-25 for additional rentals and activities to add on to your retreat. Montgomery is prepared to work with your group to create the retreat you envision!

**See pages 21-22 for small group package pricing*

"THANK YOU FOR ALL OF THE ACTIVITIES & GREAT FACILITIES!"

Retreat Packages

Small Group Size 12-49

Large Group Size 50+

RETREAT PACKAGE 1 (2 DAY, 1 NIGHT, 3 MEALS)

	Cabin/Lodge	Inn Room (Single Occupancy)	Inn Room (Double Occupancy)
Adult	$94	$149	$118
Child	$85	N/A	$108
Adult (LG)	$92	$146	$115
Child (LG)	$82	N/A	$105

Retreat Packages

RETREAT PACKAGE 2 (3 DAY, 2 NIGHT, 5 MEALS)

	Cabin/Lodge	Inn Room (Single Occupancy)	Inn Room (Double Occupancy)
Adult	$165	$276	$212
Child	$150	N/A	$196
Adult (LG)	$162	$270	$207
Child (LG)	$148	N/A	$192

RETREAT PACKAGE 3 (4 DAY, 3 NIGHT, 8 MEALS)

	Cabin/Lodge	Inn Room (Single Occupancy)	Inn Room (Double Occupancy)
Adult	$248	$411	$315
Child	$224	N/A	$292
Adult (LG)	$240	$398	$305
Child (LG)	$216	N/A	$283

Retreat Packages

RETREAT PACKAGE 4 (5 DAY, 4 NIGHT, 11 MEALS)

	Cabin/Lodge	Inn Room (Single Occupancy)	Inn Room (Double Occupancy)
Adult	$332	$550	$422
Child	$298	N/A	$389
Adult (LG)	$320	$532	$408
Child (LG)	$288	N/A	$376

RETREAT PACKAGE 5 (6 DAY, 5 NIGHT, 14 MEALS)

	Cabin/Lodge	Inn Room (Single Occupancy)	Inn Room (Double Occupancy)
Adult	$410	$680	$523
Child	$369	N/A	$482
Adult (LG)	$388	$642	$494
Child (LG)	$348	N/A	$445

Guests over 10 years of age are charged at the adult rate..

A La Carte Rates

ACCOMMODATIONS W/O MEALS

Cabin/Lodge	$40/Night per Person
Inn Room - Double Occupancy	$60/Night/Person
Inn Room - Single Occupancy	$100/Night
RV Site	$35/Night
Primitive Camping	$10/Night

MEALS ONLY

Min. 12 Guests/Meal	Adult	Youth - Under 10
Breakfast	$10	$8
Lunch	$14	$10
Dinner	$18	$14
Daily Cost:	**$42**	**$32**

A La Carte Rates Cont.

ONE DAY RETREAT - MEETING SPACES

Conference Rooms	$250/Day
Weller Dining Hall	$550/Day
Eppert Pavilion	$125/Day
Emerald Pavilion	$250/Day
The Overlook	$125/Day
Towers Chapel	$125/Day

SERVICES AND AMENITIES

Outside Catering Surcharge	$150
Coffee Served until Dinner	Fee based on group size
Campfire	$20
Campfire w/S'mores	$3/person
Ice Cream Social	$4/person
Snack	$2/person
Easel Pad, Stand, Markers	$20
Projector & Screen	$25
Linens	$15/person
Wireless Microphones (4 avail)	$20

Activity Rates

ACTIVITIES - *SEE PG. 12 FOR MORE INFO*

Activity	Minimum Price
Swimming	$100
Canoeing	$50
Archery	$100
Climbing Wall	$150
Low Ropes	$150
Tubing Behind the Boat	$250

How to Plan a Retreat

6-18 Months Out:

- Create the Purpose
- Form a Task Committee
- Secure a Keynote Speaker
- Develop a Theme
- Create a Budget (consider event sponsors)
- Assign areas of Responsibility
    - Program Planning (schedule, activities, music, t-shirts, etc.)
    - Marketing (flyer, website, social media, business partners)
    - Registration (individual vs group, payment collection, etc.)
    - Hands On (supplies needed, set up logistics, printing)
- Book Facility

4-6 Months Out:

- Leadership & Keynote Confirmed (workshops & descriptions, breakout sessions, etc.)
- Advertise Registration (include workshop/activity sign ups)
- Market, Market, Market
- Track areas of Responsibility & Needs (recruit more help if needed)
- Fine Tune Lodging Needs with Montgomery staff

1-3 Months Out:

- Collect Registrations
- Continue Marketing Broadly

2 Weeks Out:

- Send Final Numbers & Dietary Restrictions to Montgomery

Day of:

- Check in at office
- Pay balance due

After

- Complete the Evaluation
- Book your next event

Additional Information

PARKING:
All guests should park in the main parking lot. Guests can **not** drive to the cabins. Gregory & Williams Lodges can accommodate some parking.

CAR CHARGING:
Charging is available on site for a $10 fee, payable by check, cash, card, or added to your invoice. Please contact the office for charging locations.

SMOKING:
Smoking is only permitted outside, away from other guests in designated smoking areas. **Smoking is not allowed in any building, including bathrooms.** Please safely dispose of all cigarette butts as they should not be left on the grounds.

PETS:
Montgomery Center's policy does not allow pets in our Inn Rooms or Dining Hall. Please contact the office regarding service pets.

WI-FI:
Guest wi-fi is available in the Weller Dining Hall, the Fireplace Conference Room, the Inn Conference Room, Inn Rooms and Williams Lodge. No password required.

COPIES:
Your host can make copies for you. ($.10 per page, $.20 per color page, $5.00 min.)

ZZZZZZZZZZ . . .
Please remember that other groups and residents may be sharing the site. Quiet hours are from 10:00 PM to 7:00 AM.

ICE:
Ice can be obtained from the Fireplace Conference Room.

DRESS CODE:
We strongly recommend footwear be worn at all times due to hazards including snakes. Footwear, shirts and shorts must be worn in the dining room – no exceptions. The dress code at Montgomery Center is comfortable and casual.

DAMAGE TO PROPERTY:
Leaders should check all used areas and lodging before departure to be sure there is no damage or graffiti left by your group. Damages will be assessed and may be added to a group's final bill.

PAYMENT OF BILL:
Your final invoice is based upon the numbers given 2 weeks prior to your arrival. This is your minimum balance due. Adjustments will be made to your final invoice based on your final group roster and other last minute accommodations. Payment is due at check in. Failure to pay any remaining balance within 30 days may result in late fees applied to your account. Future reservations may be placed on hold until payment is received.

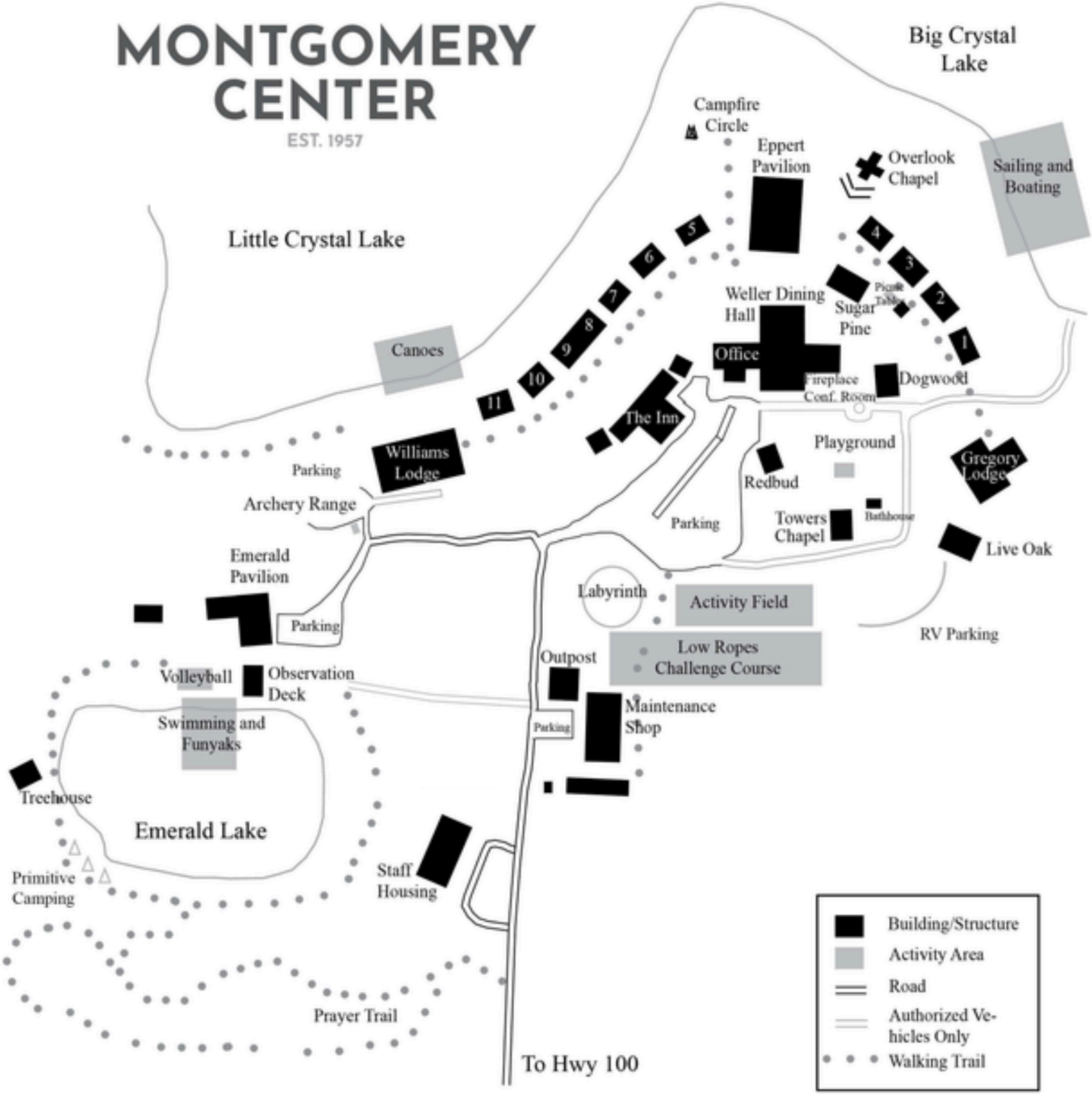
FIRST AID:
Groups are required to provide basic First Aid supplies. It is the responsibility of the guest group to provide adults with CPR and First Aid Certification to accompany their group while at Montgomery Center. Montgomery Center does not provide emergency transportation. It is recommended that guest groups bringing minors, without their parent/guardians attending, obtain medical release forms for said minors.

ALCOHOL & DRUG USE POLICY:

If alcohol is sold to your guests, a liquor license will need to be provided. You will be responsible for safe and legal alcohol distribution, practice, and consumption including a signed waiver for the group if alcohol is part of your programming. Use of Montgomery equipment and program involvement, including swimming, is not permitted under the influence of alcohol. Any use of illegal drugs will be subject to removal with the expectation of full payment up to the time of removal at the discretion of the camp director.

MONTGOMERY CENTER

EST. 1957



167 acres of adventure.

Ready to Book?

WWW.MONTGOMERYCENTER.ORG
OFFICE@MONTGOMERYCENTER.ORG
(352) 473-4516

re·treat
[rəˈtrēt] verb

withdraw to a quiet or secluded place