Welcome to The Holley Family Village

Located in Brooklyn, MI

Rental Information: Seminars Conferences Retreats
“It was a big, beautiful room that worked very well for all our group activities.”

-University of Michigan Program of Intergroup Relations

“...had a great time. The room had everything I needed!”

-Life Care
“The quality, variety and presentation were wonderful. Thank you for all the HEALTHY choices! Yum!”

-Yoga Center

“Third time here, always a good time!

-University of Michigan DSA Advisory Board
GROUPS THAT REGULARLY STAY WITH US INCLUDE:

| * University of Michigan—Intergroup Relations | * Renewal Ministries |
| * University of Michigan—Greek Life | * Gabriel Richard High School |
| * University of Michigan—Leadershape | * Morning Star Christian Ministries |
| * University of Michigan—Student Affairs | * St. Francis DeSales Association |
| * Jesuit Volunteer Corps | * Notre Dame Academy |
| * Life Care Christian Center | |
| * Lumen Christi Catholic High School | |
| * Bishop Foley Catholic High School | |
Our facilities are located on 214 acres of beautiful lakefront property. The Holley Institute, a non-profit, professional organization associated with St. John Providence Health System owns three buildings on the property. They own and manage The Family Village Residence, The Village Commons, and The Art Center.

Below is a diagram of the property. Other diagrams and descriptions of our three overnight facilities: The Family Village Residence, The Village Commons, and The Village Art Center are found on pages 7-12.
The Holley Village Residence

WWW.HOLLEYFV.ORG
The Holley Village Residence is available to non-profit groups. Linens, meals, and cleaning are optional and not included in the rates below.

- Sleeps 48 people in 12 air conditioned suites
- Each Suite has a full bathroom with shower
- Meeting room included in rental fee
- Accordion doors in meeting room offer greater flexibility
- Residential size snack kitchen with refrigerator, range, and dishwasher
- Privacy – building used by one group at a time

The Holley Village Residence Rental Rates:

Minimum Occupancy: 24 People/Max 48
(Groups under 24 will be charged for 24 people)

One Night: $40/Person
Two Nights: $70/Person
For Each Additional Night: $30/Person
The Village Commons

Village Commons Interior

Dining Room

Outdoor Patio

Facility Coordinator Office

Reception

Men's Bathroom

Women's Bathroom

Executive Director Office

Mechanical Room

Kitchen

Bar

Stage

Meeting Room

Office

Porch
THE VILLAGE COMMONS

• The Village Commons is located next to The Holley Village Residence and features a large, air-conditioned meeting room that seats 100 with stage at one end and fireplace at the other.

• Recommended uses: conferences, receptions, seminars, workshops, drama rehearsal, etc.

The Village Commons Rental Rates:

Recommended Occupancy: 88 People
Maximum Occupancy: 100 People

Daily Rate: $350 Flat Fee
One Day: $350 Flat Fee
Two Days: $500 Flat Fee
For Each Additional Day: $170 Flat Fee
THE VILLAGE ART CENTER

- Sleeps 16 people in air conditioned rooms
- Two bedroom suites include full kitchens and have full bathroom with showers
- Activity room included in rental fee
- Large dorm room sleeps 8 with full bath attached
- Small dorm sleeps 4 people
- Gallery available
- Privacy– building used by one group at a time

**The Village Art Center Rental Rates:**

<table>
<thead>
<tr>
<th>Minimum Occupancy</th>
<th>8 People</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Groups under 8 will be charged for 8 people)</td>
<td></td>
</tr>
<tr>
<td>Recommended Occupancy:</td>
<td>16 People</td>
</tr>
<tr>
<td>Maximum Occupancy:</td>
<td>16 People</td>
</tr>
<tr>
<td>One Night:</td>
<td></td>
</tr>
<tr>
<td>Dorm:</td>
<td>$25/Person</td>
</tr>
<tr>
<td>Suite:</td>
<td>$50/Person</td>
</tr>
<tr>
<td>Two Nights:</td>
<td></td>
</tr>
<tr>
<td>Dorm:</td>
<td>$45/Person</td>
</tr>
<tr>
<td>Suite:</td>
<td>$90/Person</td>
</tr>
<tr>
<td>For Each Additional Night:</td>
<td></td>
</tr>
<tr>
<td>Dorm:</td>
<td>$20/Person</td>
</tr>
<tr>
<td>Suite:</td>
<td>$40/Person</td>
</tr>
</tbody>
</table>
MEAL PLANS

Regular Meal Plan:
The Regular Meal Plan is full service. This includes for your group: three high quality meals daily with a number of different choices.

Breakfast: $10/Person
Lunch: $10/Person
Dinner: $15/Person

Value Meal Plan:
The Value Meal Plan includes three meals with fewer choices.

Breakfast: $7/Person
Lunch: $7/Person
Dinner: $10/Person

Snacks (includes beverages)

$6/Person/Day

Daily rental groups may request a menu of their choice. Gourmet meals are also available. Inquiries: (517) 592-6283 (Voice) or (517) 536-1518 (VP)

Small groups are encouraged to cook their own meals. They can do so in their snack kitchens at no extra cost (See The Holley Village Residence). Some groups combine this with carry-out meals from local restaurants (ie. Subway or Pizza).

Please Note: The main kitchen at the Village Commons with the adjoining dish room are used by our staff only and are not available for rental. Larger groups must use one of our meal plans.
REGULAR MEAL PLAN

Breakfast:
Omelets/Eggs any style, Sausage or Bacon, Cereal, Toast or English Muffins, Fruit Bowl, Orange Juice, Beverages

Lunch:
Homemade soup, Quick Bread (ie. Banana or Poppy Seed), Salad (ie. Potato, Taco, Greens), Sandwich Entrée, Potato Chips, Fresh Fruit, Dessert, Beverages

Dinner:
Homemade soup, Bread, Salad, Meat Entrée, Meatless Entrée, Sides (Potato, Rice, Pasta, or Noodles), Vegetable, Dessert, Beverages

SALAD LUNCHEON
Quick Bread, Selection of 3-4 Salads (ie. Potato, Tuna Pasta, Vegetable Pasta, Taco, Dill Slaw, Coleslaw, Broccoli, etc.), Potato Chips, Fresh Fruit, Dessert, and Beverages.

VALUE MEAL PLAN

Breakfast:
Scrambled Eggs, Pancakes OR French Toast, Cereal, Toast or English Muffins, Fruit Bowl, Orange Juice, Beverages

Lunch:
Salad (ie. Potato, Taco, Greens), Sandwich Entrée, Potato Chips, Fresh Fruit, Beverages

Dinner:
Meat Entrée, Sides (Potato, Rice, Noodles, or Pasta), Vegetable, Beverages

SALAD LUNCHEON
Selection of 3-4 salads (ie. Potato, Tuna Pasta, Vegetable Pasta, Taco, Broccoli, Coleslaw, Dill Slaw, etc.), Potato Chips, Fresh Fruit, beverages.
**ADDITIONAL RENTAL INFORMATION**

**EARLY ARRIVAL & LATE DEPARTURES**

Groups arriving before 3 PM or departing after 2 PM will be charged a flat, hourly rate of $30 per hour per building.

**CLEANING FEES**

(For groups who would rather have our staff clean the building after departure)

The Holley Village Residence: additional $150/stay

The Village Commons: additional $70/stay

The Village Art Center: additional $70/stay

You can save 50% off these fees by doing light cleaning before leaving (vacuum, straighten up, fold blankets, clean sinks and mirrors) and leave the thorough cleaning for our staff (shower stalls, bathroom, dining room, kitchen floors, etc.).

**SHEET RENTAL**

$2 a set—your group washes them (at a Laundromat in Brooklyn)

$6 a set—our staff washes them

$6 a bed—for our staff to make-up the beds before you arrive

**TOWEL RENTAL**

$2 a set—your group washes them (at a Laundromat in Brooklyn)

$6 a set—our staff washes them
AUDIO-VISUAL EQUIPMENT

The Family Village Residence and The Village Commons are equipped with televisions and VHS/DVD players. White boards and flip chart tripods are available at no charge (please bring your own newsprint).

Overhead Projectors and Screens $25/day/unit

Please note: TVs do not receive local stations.

DEPOSIT AND PAYMENT

To hold your reservation, please mail your nonrefundable deposit with your registration (see registration form for deposit amount). Cancellation results in the loss of your deposit. In addition, groups renting the Holley Village Residence canceling less than three weeks before arrival will be charged a $400 penalty fee. Groups renting any other building and cancelling less than three weeks before arrival will be charged a $100 penalty fee.

ADDITIONAL ACCOMMODATIONS

For additional accommodations beyond the capacity of 64 people, visit DeSales.org and click on rentals.
GROUP RENTAL FORM

Print and mail completed form with non-refundable deposit (payable to The Holley Family Village)
The Holley Family Village ~ 1142 Ventura Dr. ~ Brooklyn, MI 48230

I. Building(s)
We want to rent (check all that apply, add deposits together for total non-refundable deposit):

- Family Village $100 deposit
- Village Commons $50 deposit
- Art Center $50 deposit

II. Group Information

Contact Person: ___________________________ Email: ___________________________
Sponsoring Organization: ___________________________
Group Name: ___________________________
Street: ___________________________
City, State, Zip: ___________________________
Contact Person’s Phone # (w/ area code): ___________________________
Organization’s Phone # (w/ area code): ___________________________

III. Dates and Times

Arrival Date: ___________________________ Arrival Time: ___________________________
Departure Date: ___________________________ Departure Time: ___________________________

IV. Meals (check one):

- We will cook for ourselves in the snack kitchen of our building.
- Regular Meal Plan
- Value Meal Plan

Allergies: ___________________________
What will be your first meal (e.g. Dinner Friday)? ___________________________
Your last? ___________________________

V. Housekeeping (check one):

- Our group will thoroughly clean the building(s) before departure (requires a few members of the group to
  stay after group leaves to finish the work, including floors, shower mats and stalls, etc.)
- Our group will do light cleaning before departure (50% of regular cleaning fee – your group vacuums,
  straightens up, folds blankets, clean sinks and mirrors only)
- We will pay to have the building(s) cleaned after we go (100% Fee)

VI. Linens (check all that apply):

- We will bring our own sheets and towels
- Rent sheets ($2 set, laundered by our group at Brooklyn Laundromat)
- Rent sheets ($6 set, laundered by De Sales Center Staff)
- Rent towels ($2 set, laundered by our group at Brooklyn Laundromat)
- Rent towels ($6 set, laundered by De Sales Center Staff)
- Make the beds before our arrival ($6 extra per bed)

VII. Attendance

Expected number: Participants ________ Staff/Chaperones ________ Total ________

Circle Age of Group: High School College Adults
“Great space! Clean! Felt like home!”

-University of Michigan Advisory Board

“Loved the chapel!”

The Great Exchange
The Holley Family Village  
1142 Ventura Dr.  
Brooklyn, MI 49230

Phone: (517) 592-6283 (Voice)  
(517) 536-1518 (VP)  
Fax: (517) 592-2389  
E-mail: Maryann@holleyfv.org

DIRECTIONS

De Sales Center and The Holley Family Village are located at the end of Daugherty Rd. Daugherty intersects M-50 North/West of US-12 and South/East of the town of Brooklyn.

From the DETROIT area, take I-94 West OR US-23 South to US-12. Travel west on US 12, turn right on M-50 and turn right on Daugherty Rd.

From the TOLEDO area, travel north on US-23 to M-50 (Dundee). Turn left on M-50 and travel west until you pass US-12. Stay on M-50, but watch for Daugherty Rd. Turn right on Daugherty.

From CHICAGO and LANSING, travel east on I-94, pass Jackson and go south on US-127 (toward Hudson). Take US-127 south to M-50 East. Travel east on M-50, go through the towns of Napoleon and Brooklyn and turn left on Daugherty Rd.

DEC. 2013