Concordia Language Villages
Site Rental Guide
Effective January 1 - December 31, 2020

Just north of Bemidji, Minnesota, Concordia Language Villages is beautifully nestled into the shores of Turtle River Lake, making it an ideal setting for your next retreat, workshop, conference, reunion, banquet, or wedding! From September through May, Turtle River Lake can accommodate groups of 25 to 120. We look forward to welcoming you!

For inquiries and reservations, please contact Jillian Flom at jflom1@cord.edu or 218-586-8713.

Updated December 11, 2019
Facility Use Rates

Deposit (non-refundable)........................................................................................ $250
Day before set-up and access to the Village........................................................... $100

Facility Rental Fee
- Conference/ Workshops/Retreats....................................................................... *$100/day
- Formal Banquets............................................................................................... $200/day
- Weddings........................................................................................................... **$500

* $50 will be charged instead of the $100 fee on departure days as long as the group leaves prior to noon.
** $500 covers the day of the Ceremony/Reception. Any days prior or after would be charged $100/day.

Technology Fee applies for the use of any of the following items...................... *$75
- Media Cart (projector, laptop, screen, etc.)
- Sound System (microphone, amp, aux cords, etc.)
  *This is a one-time fee that covers the duration of your booking.

CLV staff assistance with external vendor set-up/take-down........................... $175/day
CLV staff assistance with parking/directing traffic......................................... $150/day

Catering Rates per Person

Breakfast.................................................................................................................. $9.25
Brunch...................................................................................................................... $12.35
Luncheon................................................................................................................ $14.65
Sandwich Buffet.................................................................................................. $11.35
Banquet.................................................................................................................. $18.15
Basic Breaks........................................................................................................................ $2.75
  ● Coffee, hot tea, hot cocoa and one snack item

Standard Breaks......................................................................................................................... $4.75
  ● Coffee, hot tea, hot cocoa, bottled water, soda and two snack items. The snack items are limited to one baked item (muffin, cookie or cake) and fruit or vegetables

Deluxe Breaks.......................................................................................................................... $7.35
  ● Coffee, hot tea, hot cocoa, bottled water, soda and three snack items. The snack items are one baked item (muffin, cookie, cake or caramel rolls), fruit and vegetables

Soda or Bottled Water................................................................................................................. $1.00 each

Lodging Options per Person

Standard Lodging..................................................................................................................... $22.00
  ● Bring your own bedding and towels

Deluxe Lodging......................................................................................................................... $35.00
  ● Premade beds and towels included

Please Note:
The minimum for a one-day event is 25 adult participants and overnights is 15 adult participants.
Deposit + Cancellations

A non-refundable deposit of $250 is due within 30 days of making your reservation. This deposit will go towards your final invoice, damages and/or cancellation fees. A final invoice will be sent after the event. The final invoice can be paid with a check or cash.

Facility Usage

Facility Usage Fee
At the Villages, we provide a full spectrum of services and facilities, including but not limited to: gymnasiums, nature trails, spacious lounges, meeting rooms, dining halls, cabins, and relaxing saunas. When booking with Concordia Language Villages, you book the entire Village, giving you access to a full range of accommodations during your stay! Depending on the function your group is booking, there will be a corresponding facility fee.

Facility Rental Fee
- Conference/Workshops/Retreats............................. $100/day
- Formal Banquets................................................. $200/day
- Weddings............................................................ **$500

**$500 covers the day of the Ceremony/Reception. Any days prior or after would be charged $100/day.

For exclusive rental of an entire Village for a week or more, for groups of fewer than 15 people, a special daily comprehensive fee of $770 applies. Please submit this form to receive more information.
Day Before Set-Up

In most cases, it is possible for the rental group to arrive at the chosen Village to do additional decorating the day before the actual event; this must be arranged beforehand with the Rental Coordinator. For this day-before access, we charge a $100 pre set-up fee.

External Vendors + CLV Staff Assistance

While we have some indoor chairs/tables/tents for your use, the renting group is responsible for renting their own equipment (chairs/tables/tents) if the number of guests exceeds 120. We can assist with coordinating logistics with the vendor for chair/table/tent delivery. A fee of $175 will be charged for our labor and set-up services, in regards to rented equipment.

Decorations

Decorations are handled by the renting group. Only painter’s tape can be used for decorations. The group is responsible for the teardown and disposal of any personal décor after the event. Clean-up details must be scheduled with the Language Villages Rental Coordinator.

Catering

Banquet and Meals

We have established per person rates for each meal/snack (rates listed on pages 2-3). The banquet menu includes a non-alcoholic punch, hors d’oeuvres and linens. You can also choose to have beverages served during social hour before the meal is served. All meals are served family style. Guests are seated with 4-10 people per table. The renting group will work with our Culinary Arts department to set meal times.

We would be happy to work on all menu details with you and customize your event. Along the way, we’ll let you know what may be beyond what we would typically do for a meal given our price structure, and adjust pricing accordingly, if needed, to accommodate any special wishes. The Rental Coordinator will work with you to decide how the dining hall should be set up.

We prepare to serve an additional five people or 10% over your final number, whichever is less. We require a preliminary number of guests at least one month before the event. Final numbers are required two weeks in advance. This will allow our staff to adequately prepare for your group. You will be charged for the final number you provide, unless more attend.
**Alcohol Policy**

Alcohol must be served by the Concordia Language Villages kitchen staff and will be limited to two glasses per guest. Beer/wine/champagne selections must be arranged with the Culinary Arts Manager no later than one month in advance of the event. Alcohol costs range from $4.00-$6.00 per serving. **No outside alcohol is permitted to be brought in by guests.**

**Dietary Restrictions**

The reserving group is responsible for advising us of any dietary concerns such as vegetarian, vegan or lactose intolerance. We will accommodate dietary restriction with adequate notice, a minimum of **two weeks in advance**.

**Food Safety**

For the safety of you and your guests, Concordia Language Villages does not permit outside food to be catered or brought in without prior permission. For special circumstances or prior approval, please contact our Culinary Arts Manager, Dan Eastman, at 218-586-8812.
Salolampi/ Finnish Language Village
The dining hall, Jyringin Talo, seats 100, with a smaller group (30) meeting room downstairs. There are six rooms on the lower level of the dining hall, which can be utilized for sleeping or small group meeting space. All five cabins have their own bathroom/shower facilities, which accommodate a maximum of 16 people in bunk beds. In addition, there are five private rooms with adjacent bathrooms in the west wing available for lodging, as well as two saunas available.

Lac du Bois/ French Language Village
Previously home to Bemidji’s first Charter School, Schoolcraft Learning Community, Lac du Bois is now available to rent during the academic year. The dining hall, Paris, seats between 100-120, with smaller meeting rooms, and a large activity room upstairs. Make Paris your next venue for banquets, conferences or retreats!

Waldsee/ German Language Village
The facilities include housing for 152 in bunk beds in three large buildings, Max Kade Haus, Erich Markel Haus and Schwarzwald Haus. Each of the buildings have sleeping areas, a common living area, and common bathrooms on the main level. The administrative building, Bahnhof, serves as classroom and meeting space. The dining hall, Gasthof, seats 120 and the upper level of the Gasthof has a large group meeting area with one smaller meeting room for 15 to 25 people. Waldsee also has a shower building with private showers, bathroom facilities and an indoor sauna. Included at Waldsee is the energy efficient BioHaus that features innovative designs and ideas to maintain self-sufficiency.
Skogfjorden/ Norwegian Language Village
The dining hall, Gimle, which features beautiful rosemaled ceilings, seats 128 adults. In addition, there is a large meeting room and two smaller meeting rooms on the lower level. Utgard, the activity building, offers gymnasium facilities, which also serve as a meeting area for larger groups. There are two smaller rooms available upstairs in the gym, including a teaching kitchen. Another building, Valhall, is also available for meeting space and some housing. Housing is available in nine three-bedroom cabins. Each cabin has a capacity of 16 people in bunk beds, and has its own shared bathroom and cozy living area.

Lesnoe Ozero/ Russian Language Village
The dining hall, St. Petersburg, seats 100 people at tables of ten. St. Petersburg also includes a great hall, which seats 100 people, and multiple breakout meeting spaces. There are 13 independent log cabins located around the north shoreline of Turtle River Lake. Each cabin houses between 4 and 16 people in bunk beds. Lesnoe Ozero has unique backdrop of rolling hills, summer pathways and winter trails.

El Lago del Bosque/ Spanish Language Village
The dining hall, which will seat 150, with smaller meeting or breakout space available in the various residential houses. There are eight houses available for sleeping, each with their individual shower and bathroom facilities and a meeting room. Each house will accommodate a maximum of 16 to 48 people in bunk beds. There is a 40’x60’ activities building available with a separate smaller meeting room.