



**CHICKASAW**  
RETREAT & CONFERENCE CENTER

# *Events & Reunions*

2017  
EVENTS & REUNIONS GUIDE



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## WELCOME TO THE CRCC!

Thank you for your interest in the Chickasaw Retreat and Conference Center. We are eager to show you what all we have to offer for your upcoming event.

The Chickasaw Retreat and Conference Center is ideal for meetings, events, retreats, and reunions due to its stunning and secluded setting amongst the majestic Arbuckle Lake & Mountains. Our accommodations include 43 guest rooms which all have breathtaking views overlooking the Arbuckle Lake or Arbuckle Mountains.

The Retreat Center is a 100,000 square foot facility that sits atop 1,750 beautiful acres in Sulphur, Oklahoma. With multiple options to choose from, we are certain that the Chickasaw Retreat and Conference Center is your ideal venue, whether you're planning a corporate retreat or family reunion. All of our meeting spaces are well-equipped with the latest technology and event

services to make your presentation or conference come to life. From fine dining to casual fare, Chickasaw Retreat can provide your special event with the proper food and beverage options for your group to indulge in during your time here. Amongst our multiple meeting rooms, we have several other options outdoors, including our Pavilion. Select a location – indoors or out – on our grounds and build a custom menu for your group with our Event Concierge. We can accommodate intimate dining experiences for as few as twelve guests, or elegant banquets for parties of up to 200.

Our sales and catering staff are here to help make your event perfect. We encourage you to call for an appointment to ensure the best service possible. We can arrange a tour and/ or meeting with one of our sales professionals to help you make this important decision. We look forward to talking with you soon.

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## STAFF INFORMATION

**Sales Manager**  
[Twyla.Johnson@chickasaw.net](mailto:Twyla.Johnson@chickasaw.net)  
[Dustin.Johnson@chickasaw.net](mailto:Dustin.Johnson@chickasaw.net)  
[CRCCsales@chickasaw.net](mailto:CRCCsales@chickasaw.net)

Call us today at: 580-622-8117

**FUNCTION SPACE OVERVIEW**

Room	Sq Ft	Dimensions	Height	Banquet	Theater	Reception	Classroom	U-Shape
Banquet Hall 1	990	30'x33'	10'	60	65	65	48	27
Banquet Hall 2	1260	42'x30'	10'	70	80	80	55	33
Banquet Hall 3	648	24'x27'	10'	30	40	40	27	21
Banquet Hall	2898	66'x43'	10'	180	180	180	108	45
Great Room	1600	41'x41'	15'	140	155	155	60	45
Private Dining Room	336	15'x27'	10'			12		
Board Room	136	16'x16'	12'			12		
Amphitheater	1056	41'x44'	12'			124		
Dining Room	1024	64'x16'	10'			87 - Restaurant Style		

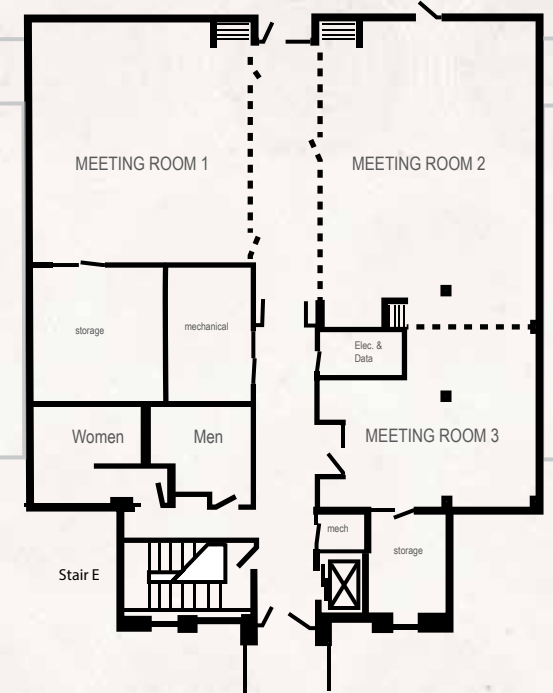
**INDOOR VENUES**



**THE BANQUET HALL**

With room for 187 guests or available as three separate breakout rooms, our Banquet Hall is equipped with state-of-the-art technology to meet your group's needs.

**BANQUET HALL**



**BANQUET HALL 1**



**BANQUET HALL 2**



**BANQUET HALL 3**

THE GREAT ROOM



Easily the favorite gathering spot, the majestic Great Room is a luxurious lounge with a soothing fireplace, room for a dance floor and up to 155 guests.



THE DINING ROOM



With room for up to 75 guests, our dining area has buffet options for your group event. The bar and lounge area is the ideal spot to gather at the close of a big day.

THE AMPHITHEATER



With 124 theater-style seats and A/V technology to fit your group's needs, the Amphitheater is ideal for a variety of uses including conferences, meetings, group events and more.



THE PRIVATE DINING ROOM



Our Private Dining Room seats up to 12 guests for a comfortable, yet intimate dining space. Perfect for lunch meetings or family events, you will have all the privacy and seclusion you need.

THE LOUNGE/BAR



Another popular gathering spot, The Lounge/Bar features 800 square feet with a full bar and seating up to 50 guests. This is the perfect spot to wind down for the evening.



THE EXECUTIVE BOARD ROOM



Best described as a “room with a view,” this scenic meeting space has room for up to 12 guests. With panoramic views, your group will enjoy 360° views of the natural surroundings of the Chickasaw Retreat & Conference Center.

## OUTDOOR AMENITIES

### THE PAVILION

The Pavilion is a beautiful setting near the lake with multiple picnic tables and the capability to seat approximately 50 people. Enjoy a nice cookout or s'mores by the campfire.



### ADDITIONAL OUTDOOR AMENITIES

- Paddle Boats
- Canoes
- Fire Pit
- Horseshoe Pit
- Volleyball Net
- Fishing Dock
- Fishing Equipment
- Walking Trails
- Propane Grill
- Dance Floor
- Portable Bar
- Catering



## HOTEL AMENITIES

Our rooms are designed to provide the best spaces for any guest. After a day of team building or a thrilling day outdoors, you deserve a peaceful night's rest in our welcoming rooms and plush beds. With windows overlooking our multi-acreage property, our rooms allow you to soak in the view and relax.



### INDOOR POOL



### FITNESS CENTER



### SAUNA & STEAM ROOM



### SPA



## EVENTS & REUNIONS

### FUNCTION SPACE

- Selection of Indoor or Outdoor Space
- 1 Personal Sales Manager and 1 Event Concierge to help plan your special event

### EVENT

- 6 Ft Tables
- 72 in. Round Tables & Half Round Tables
- Bistro Tables
- Selection of Black or White 100% Polyester Linens
- White Chair Covers  
( Depending on Venue Space )
- Black, 100% Polyester Skirting
- Audio Visual Capabilities  
( Depending on Venue Space )
- 12 x 12 Dance Floor
- Set Up and Tear Down by CRCC Staff,  
Excluding Decorations
- Professional Banquet Staff

### PLANNING

- Up to 43 Guest Rooms (Available for Booking)
- On site Catering by Preferred Vendor
- Other Catering (Available Upon Request)
- Full Size Catering Kitchen

### ENHANCEMENTS

- Additional Event Space
- Special Lodging Rates
- Local Caterer
- Bartender(s)

## FREQUENTLY ASKED QUESTIONS

### How many guests can I have?

We have outdoor space that can accommodate up to 250 guests and indoor space that can accommodate up to 225 guests.

### What if my event is scheduled outside and it's raining?

We have alternate indoor locations based upon availability and group size.

### Who will be onsite the day of my event to assist?

A dedicated Sales Manager, Event Concierge, and a professional banquet staff will be onsite the day of your event.

### Is there a sound system at the outdoor pavilion?

We can provide a sound system for music and wireless microphone(s).

### Can we bring in alcohol?

We encourage all guests to use our preferred vendor. Please contact our sales team for further details.

### When must my event package be paid in full?

Your event package must be paid in full 30 days prior to your event.

### Do we get a discount if we are a Chickasaw citizen or employee?

We allow a 5% discount off of packages for Chickasaw citizens and employees.

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**PLEASE CONTACT OUR SALES STAFF FOR PACKAGE PRICING.**

Call us today at 580-622-8117.





Please contact our Sales Team at 580-662-8117.

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## SAVE THE DATE

When calling to make a reservation, please provide the following information:

- Event Reservation Name
- Contact Information
- Date(s) of Event
- Estimated Beginning Time of Event
- Preferred Choice of Location
- Number and Type of Guest Rooms to be Blocked
- Approximate Guest Count
- Style of Event

There will be a deposit required depending on the time of your booking.

**90 days out from event - 50% down**

**60 days out from event - 25% down**

**30 days out from event - Package must be paid in full**

We require signed copies of the booking agreement to secure the function space for your event.



4205 GODDARD YOUTH CAMP ROAD | SULPHUR, OK | 73086  
PHONE: 580-622-8117 | FAX: 580-622-8015  
[WWW.CHICKASAWRETREAT.COM](http://WWW.CHICKASAWRETREAT.COM)