

**ATTENTION: Download this blank contract before filling it out. Save it on your computer, fill it out in its entirety, save it once more after filling it out, and finally Email the contract as an attachment to Jaime@OakridgeMinistries.net. DO NOT fill out in your browser!**

Thank you for choosing Oakridge Christian Camp & Retreat Center to host your event! Please take the time to **CAREFULLY** read through and **FULLY COMPLETE** this contract. Thank you and God bless! For more complete instructions for this contract, see the final page of this document.

Group:

Group Leader:

Position/Title:

Address: H W

City/State:

Zip Code:

Quote Date:

Phone 1: \_\_ W \_\_ H \_\_ C

Email:

Phone 2: \_\_ W \_\_ H \_\_ C

Second Contact:

To be completed by office: Deposit Amount:

Date Paid:

{1} LENGTH OF STAY.	nights	Check-in Time: <i>No earlier than 2pm</i>	Check-out Time: <i>No later than 11am</i>	Group Size: <i>Must match {3A} Guest Total</i>
Early Check-in:	\$3 per person × _____ persons = \$ _____	Check-in/check-out times can be changed without a fee if group purchases an Oakridge meal.		
Late Check-out:	\$3 per person × _____ persons = \$ _____	Check-in/Check-out Total: _____ {1}		

{2} **DATE.** Please provide your preferred date choice below. Oakridge will contact you upon receiving your contract to confirm your event date availability. If you do not hear from Oakridge *within 3 days*, please contact our office at 405.247.5433.

Season: Summer Spring/Fall Winter Preferred Date/Days of Week: \_\_\_\_\_ to \_\_\_\_\_

Check ONE season and choose your date accordingly. SUMMER: June - Aug; SPRING: March - May; FALL: Sept - Nov; WINTER: Dec - Feb

{3} **LODGING.** Please review carefully. *Please note that some rates are PER PERSON per night and some rates are PER ROOM per night. Adults and children ages 4 and up will be charged the same rate.* Remember, children 3 and under stay free in a room with their parent (in the parent's room)! Oakridge Camp provides Free Wi-Fi across the property! Please see the next page for Lodging Rates. Click blue text below for our virtual tour.

### UPPER LODGE; WEST CAMP MOTEL & CABIN

Upper Lodge has 22 private **COMFORTABLE** rooms with private, snug ¾ baths. Linens, towels and central HVAC provided. Most rooms have 1 double bed and a set of bunk beds. Six rooms have only 1 double bed. The West Camp cabin and motel rooms have private baths, with linens, towels and HVAC provided.

UPPER LODGE: 54 BEDS, 76 SLEEPING SPOTS.

West Camp Motel = 7; West Camp Cabin = 2.

GENERALLY NO YOUTH GROUPS, PLEASE.

### UPPER EAST RETREAT LODGE.

7 private **MODEST** rooms with shared ¾ baths. Linens and towels may be rented at \$5 PER PERSON. Central HVAC provided. Most rooms have 2 double beds and a set of bunk beds. A full kitchen, dining room, and meeting room are available to rent with this lodging. Guests can choose to cook their own meals in this lodge, if they rent the kitchen.

24 BEDS, 38 SLEEPING SPOTS.

5 ROOM MINIMUM.

### UPPER WEST LODGE.

Private **MODEST** rooms with shared ¾ baths. HVAC provided. Linens and towels may be rented at \$5 PER PERSON. Some rooms have 1 double bed and a set of bunk beds; some have 2 sets of bunk beds.

34 BEDS, 42 SLEEPING SPOTS.

5 ROOM MINIMUM, EXCEPT FOR LARGE GROUP OVERFLOW.

### MAIN CAMP DORMS.

Camp dorm rooms with shared ¾ baths. HVAC provided.

Large dorms (Girls and Boys) range from 10-16 beds per bunk room, with a 40 guest minimum. **GIRLS DORM UPPER CAN ONLY BE RENTED WITH GIRLS DORM LOWER.**

- Upper Boys sleeps 48.
- Upper Girls sleeps 32.
- Lower Boys sleeps 52.
- Lower Girls sleeps 30.

Lower West Dorm has 4 beds per bunk room (36 total).

Lower East Dorm has 6 beds per bunk room (60 total).

Lower East Dorm and Lower West Dorms (15 guest minimum) can be used for co-ed lodging (male & female bathrooms).

Guests **MUST FILL** one dorm room before overflowing into another dorm room, unless separating genders.

258 total twin beds, all in bunks.

### WEST CAMP DORMS.

West Camp dorm rooms with shared ¾ baths and restrooms in **detached buildings**. Window AC units provided. Varying number of bunks per room. **Full kitchen and Dining Hall available for rent at West Camp.**

64 bunks: Girls = 36; Boys = 28.

40 GUEST MINIMUM.

NOT AVAILABLE IN WINTER.

NOTE: West dorms and chapel have no heat, but West Dining Hall is heated. Space heaters can be provided at \$10/heater.

### {3} LODGING RATES CHART.

<b>ROOM TYPE: LODGES</b>	<b>LODGE RATE PER ROOM PER NIGHT</b> {A}	<b>TOTAL NO. OF GUESTS PER LODGING AREA</b>	<b>NO. OF ROOMS</b> {B}	<b>NO. OF NIGHTS</b> {C}	<b>LODGING RATE SUBTOTAL</b> {A × B × C}
<i>Only Singles/Couples Renting 9+ Rooms</i>	<b>\$89</b>				
Upper Lodge - <b>Small Rooms</b> <i>Sleep 1-2 guests; 6 rooms total</i>	<b>\$69</b>				
Upper Lodge - <b>Medium Rooms</b> <i>Sleep 1-3 guests; 3 rooms total</i>	<b>\$89</b>				
Upper Lodge - <b>Large Rooms</b> <i>Sleep 1-4 guests; 11 rooms total</i>	<b>\$109</b>				
Upper Lodge - <b>Extra-Large Room</b> <i>Room 111; sleeps 1-5</i>	<b>\$119</b>				
Upper Lodge - <b>XX-Large Rooms</b> <i>Room 115; sleeps 1-6</i>	<b>\$129</b>				
Upper West Lodge - <b>Large Rooms</b> <i>Sleep 1-4 guests; 9 rooms total</i>	<b>\$89</b>				
Upper West Lodge - <b>Extra-Large Room</b> <i>Sleeps 1-6 guests; 1 room total</i>	<b>\$129</b>				
Upper East Lodge - <b>Large Rooms</b> <i>Sleeps 1-4 guests; 2 rooms total</i>	<b>\$99</b>				
Upper East Lodge - <b>Extra-Large Rooms</b> <i>Sleeps 1-6 guests; 5 rooms total</i>	<b>\$129</b>				
West Camp Cabin - <b>Medium</b> <i>Sleeps 1-2 guests</i>	<b>\$79</b>				
West Camp Motel - <b>Large</b> <i>Sleeps 2-6 guests; 2 rooms total</i>	<b>\$129</b>				
<b>Linen &amp; Towel Rental</b> <i>COMPLIMENTARY IN UPPER LODGE &amp; WEST CABIN/MOTEL</i>	<b>\$5</b> per person				
<b>TOTAL NUMBER OF LODGE GUESTS:</b>					

<b>ROOM TYPE: DORMS</b>	<b>DORM RATE PER PERSON PER NIGHT</b> {A}	<b>TOTAL NO. OF GUESTS PER LODGING AREA</b> {B}	<b>NO. OF NIGHTS</b> {C}	<b>LODGING RATE SUBTOTAL</b> {A × B × C}
Girls Dorm Lower <b>30 BEDS</b>	<b>\$24</b> <i>per person per night</i>			
Girls Dorm Upper <b>32 BEDS; RESTROOMS ON LOWER FLOOR</b>	<b>\$24</b> <i>per person per night</i>			
Boys Dorm Upper <b>48 BEDS</b>	<b>\$24</b> <i>per person per night</i>			
Boys Dorm Lower <b>52 BEDS</b>	<b>\$24</b> <i>per person per night</i>			
Lower West Dorm (can be co-ed) <b>15 GUEST MINIMUM; 36 BEDS</b>	<b>\$24</b> <i>per person per night</i>			
Lower East Dorm (can be co-ed) <b>15 GUEST MINIMUM; 60 BEDS</b>	<b>\$24</b> <i>per person per night</i>			
West Camp Girls Dorm <b>36 BEDS</b>	<b>\$20</b> <i>per person per night</i>			
West Camp Boys Dorm <b>28 BEDS</b>	<b>\$20</b> <i>per person per night</i>			
<b>TOTAL NUMBER OF DORM GUESTS:</b>				

**Lodge + Dorm Guests = :** \_\_\_\_\_ **{3A} GUEST TOTAL**

**Total Lodging Rate Before Discount {D}: \_\_\_\_\_**

**APPLICABLE SEASONAL DISCOUNTS**

Select Your Season:  Fall/Spring 5% |  Winter 10% |  N/A

Seasonal Discount: \_\_\_\_\_

**LODGING RATE DISCOUNTED TOTAL {3B}: \_\_\_\_\_**

**{4} MEETING ROOM.** Please select your meeting room preferences. Final meeting room confirmations are given based upon final group sizes and room availability. Groups are charged by the day, with a day being a 24-hour period of time beginning at check-in.

Please indicate your meeting room preference below. You will not share a meeting room with another group, unless you select the Main Camp Dining Hall or Rec Room; these rooms need to be available to ALL groups as communal areas. Other groups will stay out of that room while you are having your meeting. Generally, you should not select the Upper East Retreat Lodge meeting rooms unless you are being lodged in the Upper East Retreat Lodge. Likewise, you should not select the West Camp Chapel or West Camp Dining Hall unless you are being lodged in the West Camp. All other options are typically permissible. Contact us to discuss your need for exceptions.

Every group receives a per-person credit toward meeting rooms. The larger the group, the greater the credit.

MEETING ROOM (DAILY CHARGE FOR ANY PART OF A DAY)	MAXIMUM CAPACITY	COST PER DAY	TOTAL NUMBER OF DAYS	TOTAL COST
Main Camp Dining Hall (no kitchen access)	300	\$150		
Main Camp Dining Hall with Kitchen	300	\$250		
Outside Patio (near Snack Shack)	50	\$50		
Upper Lodge Meeting Room	30	\$50		
Game Room (4 hour max)	50	\$100		
Main Chapel	400	\$300		
Gordon Hall	40	\$50		
Upper East Dining Room with Kitchen	35	\$100		
Upper East Meeting Room	40	\$75		
West Camp Dining Hall with Kitchen	125	\$175		
West Camp Chapel	200	\$250		
Small Dining Hall	40	\$100		
Motel 4	15	\$50		
Motel 5	15	\$50		
<b>MEETING ROOM SUBTOTAL:</b>				
<i>Less Group Size Credit</i> (Subtract this from your subtotal.)	<b>CREDIT: \$1 per person per night lodged.</b>			
<b>MEETING ROOM TOTAL:</b>				<b>{4}</b>

**EXAMPLE:** Your 50-guest group wants to use the Main Chapel (\$300) for a weekend, and the Upper Lodge Meeting Room (\$50) for two days. Your rate would be (\$300 + \$300 = \$600) for the Chapel and \$50 for the Upper Meeting Room, for a total of \$650 (because the Meeting Room usage falls within the 24-hour period). Your Group Size Credit would be \$100 (50 guests x 2 nights), resulting in a meeting room charge of \$550. Credits apply only to meeting rooms and have no actual cash value.

**{5} MEALS.** Select your Oakridge meals. If you're preparing or providing your own meals, leave this space blank. Type in the number of guests eating the meal under each day (usually your group total), then double-check the total cost at the bottom. Be sure to account for any day guests and visitors who will be joining your group for day outing meals.

**REMEMBER, CHILDREN 3 AND UNDER EAT FREE WITH A PARENT!**

TOTAL COST	COST/ PERSON {A}	MON (# of guests)	TUE (# of guests)	WED (# of guests)	THU (# of guests)	FRI (# of guests)	SAT (# of guests)	SUN (# of guests)	TOTAL # OF MEALS {B}	TOTAL COST {A x B = C}
Breakfast	\$8.50									
Lunch	\$9.50									
Dinner	\$10.50									
Specialty Dinner	\$13									
Banquet	\$20									
<b>ALL PRICES ARE MAXIMUM BEFORE DISCOUNT; NO TAXES OR TIPS.</b>									<b>Meal Totals</b>	<b>{5}</b>

**SPECIALTY & BANQUET DINNERS:** [Click here for a list of specialty and banquet dinner menu options.](#)

**SNACKS?** Groups cooking their own meals can bring their own snacks. Groups using Oakridge food-service should generally plan on purchasing snacks from the reasonably priced Oakridge Snack Shack. For a sample menu click [here](#), or see the Addendum for additional group snack options to purchase.

**{6} BASIC ACTIVITIES AND FACILITY ACCESS.** Every guest staying the night at Oakridge Christian Camp & Retreat Center has access to all of the following Basic Activities and the new Oakridge Game Room for FREE:

- GAME ROOM:** Air Hockey • Arcade Games, free of charge • Basketball Shoot • Carpet Bowling • Lounge Areas  
 Ping Pong • Table Games • Foosball Table (1) and Pool Tables (2) are 50¢ per game, or open all three for \$25 per day  
**OUTSIDE:** Baggo Toss • Basketball • Box Hockey • Frisbee Golf • Gaga Ball • Game Equipment (check-out) • Maze • Hiking • Horseshoes  
 Lounge Areas • Low Elements Confidence Course • Mini Golf • Playground Area • Tetherball • Trampoline • Volleyball • 9 Square in the Air  
**GIANT GAMES:** Chess • Jenga • Connect Four • Backgammon • Kerplunk • Checkers • Dominoes

**DAY GUESTS NOT SPENDING THE NIGHT AT OAKRIDGE:** Basic Activity Passes must be purchased for any guest desiring to do ANY activities outside of their meeting room. Basic Activity Passes include access to the Oakridge Game Room and the above activities.

$\$5 \times \text{_____ guests} = \text{Basic Activity Pass Subtotal: } \$ \text{_____ [A]}$

**SUPERVISED ACTIVITIES.** All guests receive *one FREE supervised activity hour for each night* they spend at Oakridge Camp. In parenthesis is listed the number of guests that can go through the activity in an hour. Please specify which Supervised Activities you would like for your *FREE* activity hours:

- |  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> Go-Karts (30-40)                                  | <input type="checkbox"/> Swimming Pool & Hot Tub (100)                           | <input type="checkbox"/> Human Foosball (44) | <input type="checkbox"/> Marksmanship (48)   |
| <input type="checkbox"/> Waterslide (150)                                  | <input type="checkbox"/> Low Elements Confidence Course (60)                     | <input type="checkbox"/> Team Game (100)     | <i>Oakridge selects either:</i><br>• 22 Caliber Rifles<br>• Pellet guns<br>• Paintball target shooting |
| <input type="checkbox"/> Climbing Wall (30)<br>(2 climbs per person)       | <input type="checkbox"/> Power Bouncers (24)<br>(one 2-minute bounce per person) | <input type="checkbox"/> Archery (48)        |  |
| <input type="checkbox"/> Group Games: Giant Maze, Gaga Ball, 9 Square (80) | <input type="checkbox"/> Campfire  |  |  |

**For Example:** If your group of 40 guests is staying Friday through Sunday, that's 2 nights for 2 FREE supervised activity hours. You may either select 2 different activity hours (such as swimming pool/hot tub AND archery) or you may select one activity for both nights (that is, two hours of swimming pool OR archery.)  
**Oakridge MAY limit which FREE activity you receive, based on availability.**

**SUPERVISED ACTIVITY PACKAGE (INCLUDES ALL ABOVE).** The Supervised Activity Package requires a **6-guest minimum** and is overseen by Oakridge Staff for a maximum of **4 hours**. The cost for ALL Supervised Activities listed below is **per person per day**. These activities are usually available from **1:30-5:30PM**, unless otherwise pre-scheduled. Water-based activities' availability is subject to weather. Additional hours are \$100/hour/activity or \$5/activity/person as an add-on when available (see contract addendum).

$\text{_____ } \$20 \text{ (summer)}$

I would like the Supervised Activity Package for my group.  $\text{_____ } \$18 \text{ (non-summer)} \times \text{_____ days} \times \text{_____ people} = \text{Package Subtotal: } \$ \text{_____ [B]}$

**SUPERVISED ACTIVITY PARTY.** A Supervised Activity Party is 1 hour of use for groups of any size for each Supervised Activity. The cost is \$100 per activity per hour for as many guests as can be served in that time frame, between 10am and 10pm. Parties outside of this time frame are \$125 per activity hour.

I would like a Supervised Activity Party with the following Supervised Activities. **Please specify the number of hours per activity:**

- |                                     |  |   |   |   |  |
|-------------------------------------|--|---|---|---|--|
| <input type="checkbox"/> Go-Karts   | <input type="checkbox"/> Swimming Pool & Hot Tub       | <input type="checkbox"/> Human Foosball | <input type="checkbox"/> Waterslide     | <input type="checkbox"/> Group Games: Giant Maze, Gaga Ball, 9 Square |  |
| <input type="checkbox"/> Archery    | <input type="checkbox"/> Marksmanship (see above)      | <input type="checkbox"/> Climbing Wall  | <input type="checkbox"/> Power Bouncers | <input type="checkbox"/> Low Elements Confidence Course               |  |
| <input type="checkbox"/> Team Games | <input type="checkbox"/> Horseback Riding (6-9 guests) | <input type="checkbox"/> Moon Bounce    | <input type="checkbox"/> Wagon Ride     | <input type="checkbox"/> Campfire                                     | <input type="checkbox"/> Shotguns (12-18 guests) |

$\$100 \times \text{_____ activity hours} = \text{Supervised Activity Party Subtotal: } \$ \text{_____ [C]}$

$\$125 \times \text{_____ off-time activity hours} = \text{Supervised Activity Party Subtotal: } \$ \text{_____ [D]}$

**ADVENTURE ACTIVITIES.** Check all that apply. **THESE WILL BE ADD-ONS AT FULL PRICE; NO DISCOUNTS APPLY.**

- |                          |             |  |   |
|--------------------------|-------------|--|---|
| <b>NEW - Arrow Tag</b>   | \$10/25min  | $\times \text{_____ persons} = \text{_____}$ | <i>Minimum group of 6; maximum group of 16 players per round</i>                      |
| <b>Paintball</b>         | \$25/person | $\times \text{_____ persons} = \text{_____}$ | <i>Minimum group of 6; includes complete gear/200 rounds of ammo; approx. 3 hours</i> |
| <b>Laser Tag</b>         | \$10/25min  | $\times \text{_____ persons} = \text{_____}$ | <i>Minimum group of 6; maximum 28 players per round</i>                               |
| <b>Rappelling</b>        | \$250/trip  | $\times \text{_____ trips} = \text{_____}$   | <i>3-hour trip; off-site at Red Rock Canyon, 45 minutes away</i>                      |
| <b>Lake Trip 1 Boat</b>  | \$350/trip  | $\times \text{_____ trips} = \text{_____}$   | <i>3-hour trip; off-site at Ft. Cobb Lake, 25 minutes away</i>                        |
| <b>Lake Trip 2 Boats</b> | \$500/trip  | $\times \text{_____ trips} = \text{_____}$   | <i>3-hour trip; off-site at Ft. Cobb Lake, 25 minutes away</i>                        |

*Lake trip includes 4 canoes, 3 sailboats, 1 windsurfer, 1 or 2 ski boats with operators, tubes, kneeboard, skis, lifeguard, life jackets*

**Goliath Challenge Course:** Your approximate Goliath bill will be: \_\_\_\_\_

**Adventure Activity Subtotal (no discounts apply):** \$ \_\_\_\_\_ [E]

**ACTIVITY TOTAL {A+B+C+D}:** \$ \_\_\_\_\_ {6}

**NOTE:** All guests using Oakridge must complete and submit a release of liability form, since activities are involved. Many Oakridge activities are strenuous and high-risk, and have the potential for injury. All persons engaging in Oakridge activities should generally be in good health. See section nine of this form for more information on the Oakridge Release of Liability.

**{7} EQUIPMENT/SUPPORT.** Please select the equipment and staff support needed. **Groups are charged by the day, with a day being a 24-hour period of time beginning at check-in.** Contact our office to discuss your needs if necessary.

EQUIPMENT/SUPPORT	NOTES	COST PER DAY	TOTAL # OF DAYS	TOTAL COST
Sound System / Dining Hall	<i>Small 8-channel (1 mic free during meals for announcements)</i>	\$100		
Sound System / Chapel	<i>16-channel board, 2-way system, 2 mics, snake, 2 monitors</i>	\$200		
Video Support	<i>Video projector, screen &amp; monitor</i>	\$50		
Sound System / Small Portable	<i>Very small, CD, 1 mic</i>	\$50		
Sound System - Medium Portable	<i>7 channel</i>	\$100		
Light System / Chapel Spotlight	<i>1 Large 9 color spot</i>	\$50		
Light System / Chapel Stage	<i>16 large par cans w/ board</i>	\$50		
Light System / Chapel Effect	<i>9 effect lights on stage and floor</i>	\$50		
Light System / 1 Portable Tree (small)	<i>4 small cans</i>	\$50		
DVD Player / Laptop		\$50		
Instruments (guitar, keyboard, amps)	<i>Many options - per item</i>	\$25		
Drums	<i>Full set</i>	\$50		
Wireless microphone	<i>Up to 3</i>	\$50		
Event Speaker	<i>Charge per meeting</i>	\$125		
Praise Band - Full Electric (3-6)	<i>Charge per meeting</i>	\$200		
Praise Band - Acoustic (2-4)	<i>Charge per meeting</i>	\$100		
Sound/Light Technician	<i>Charge per hour</i>	\$10/hour		
<b>Less Group Size Credit</b> <i>(Subtract this from your subtotal.)</i>	<b>CREDIT: \$1 per person per nights lodged.</b>			
<b>Equipment Totals</b>				<b>{7}</b>

**{8} CONTRACT COMPLETION METHOD.**

**Email:** Save this file on your computer and send it as an attachment to [JAIME@OAKRIDGEMINISTRIES.NET](mailto:JAIME@OAKRIDGEMINISTRIES.NET)

**Mail (and pay) to:**

**OAKRIDGE MINISTRIES**  
**20007 STATE HIGHWAY 9**  
**ANADARKO, OK 73005**

**{9} RELEASE OF LIABILITY/REGISTRATION.**

Every guest on Oakridge property must complete an Oakridge Release of Liability Form, to be submitted upon arrival at Oakridge. This form acts as a record of attendance for every guest which is why the full name and address is requested. This form also explains that individuals first, and the sponsoring group second, are taking insurance responsibility in the event of injury; therefore, Oakridge is in the third position. Adults and minors from the same family can use the same form (front and back). Groups DO NOT need to fill out the Oakridge medical forms; Groups take responsibility for medical needs.

Click [here](#) for the Oakridge Release of Liability Form, or visit [OakridgeCamp.com](http://OakridgeCamp.com) and click the 'Forms' option.

**ADDITIONAL CONTRACT NOTES / COMMENTS:**

**Group:**

**Group Leader:**

**Position/Title:**

**Street Address:**

**City/State:**

**Zip Code:**

**Phone:**

**Email:**

**{10} FINANCIALS AND PAYMENT METHOD.** Please make sure you've read all of the above very carefully and that you fully understand the different sections and options. Your event *is not confirmed* until we receive your deposit. For further assistance, please contact our office at 405.247.5433.

**Quote Date:** \_\_\_\_\_ **Preferred Event Date:** \_\_\_\_\_ **to** \_\_\_\_\_ **Group Size:** \_\_\_\_\_

{1} Check-in/Check-Out Total: \$ \_\_\_\_\_ {3B} Lodging Rate Total: \$ \_\_\_\_\_

{4} Meeting Room Total: \$ \_\_\_\_\_ {5} Meal Total: \$ \_\_\_\_\_

{6} Activities Total (6A-6D): \$ \_\_\_\_\_ {7} Equipment/Support Total: \$ \_\_\_\_\_

**Event Total (1+3B+4+5+6+7) = \_\_\_\_\_ {10A} This is your Event Total prior to any discounts; be sure to double-check all calculations.**

**RETURNING GROUP DISCOUNT (6% MAX - MUST BE CONSECUTIVE YEARS FOR THE SAME EVENT):**

Attendance record: *Last three years in a row. 6%* *Last two years in a row. 4%* *Last year. 2%* *This is our first year.*

***NO PRE-REGISTRATION DISCOUNTS APPLY TO GROUPS PAYING WITH A P.O. Your registration discount percentage is: \_\_\_\_\_% {10B}***

**EARLY DEPOSIT DISCOUNT (4% MAX):**

One percentage point for every month in advance of the deposit being sent, up to four months.

**Your early registration discount percentage is: \_\_\_\_\_% {10C}**

**LARGE GROUP DISCOUNT (2% FOR EVERY 25 GUESTS, UP TO 200 GUESTS; 16% MAX):**

Group Size: \_\_\_\_\_ / 25 × .02 = \_\_\_\_\_

**Your large group discount percentage is: \_\_\_\_\_% {10D}**

**MULTIPLE GROUPS FROM THE SAME ORGANIZATION IN SAME YEAR (2% MAX, 25 GUESTS PER GROUP MINIMUM, AWARDED ON SUBSEQUENT EVENTS DURING A CALENDAR YEAR):**

**Your multiple groups from the same organization discount is: \_\_\_\_\_% {10E}**

**ANY OTHER DISCOUNTS, SCHOLARSHIPS, CREDITS TO BE DETERMINED BY OAKRIDGE (DO NOT FILL - OFFICE ONLY):**

Generally for supporting churches, or other Oakridge-determined variables.

**Any other discounts: \_\_\_\_\_% {10F}**

**YOUR TOTAL EVENT DISCOUNTS:**

\_\_\_\_\_ % (change to decimal = \_\_\_\_\_) × Event Total {10A} \_\_\_\_\_ = \_\_\_\_\_ **Total Event Discount {10G}**

**5% RATE INCREASE GUARANTEE:**

Oakridge will never raise your rate for the same package with the same number of guests more than 5% per event for returning guests.

**Event Total Bill {10A} \_\_\_\_\_ minus Event Discount {10G} \_\_\_\_\_ = \_\_\_\_\_ Discounted Event Subtotal {10H}**

**Discounted Event Subtotal {10H} \_\_\_\_\_ plus Adventure Activities {6E} \_\_\_\_\_ = \_\_\_\_\_ Event Total {10I}**

**NON-REFUNDABLE DEPOSIT.** Pay to: *Oakridge Ministries, 20007 State Highway 9, Anadarko, OK 73005*

**25% Deposit:** Discounted Event Total {10H} × 0.25 = \$ \_\_\_\_\_ **Actual Deposit Paid {10J}: \$ \_\_\_\_\_ Date:** \_\_\_\_\_

*Deposits are non-refundable but transferable within same season of event. Your event cannot be confirmed until Oakridge has received your 25% deposit or signed P.O. Please select only ONE from the following payment options.*

\_\_\_ A check is enclosed with this contract, the number is # \_\_\_\_\_

\_\_\_ A check will be sent you to in the mail immediately.

\_\_\_ I would like to use a credit card: \_\_\_\_\_ Zip Code: \_\_\_\_\_ 3-Digit CVC Code: \_\_\_\_\_

The expiration date is \_\_\_\_ / \_\_\_\_ MasterCard Visa Discover American Express

\_\_\_ I would like to use a credit card. Please call to get my information from over the phone.

\_\_\_ I would like to pay cash / money order.

\_\_\_ A purchase order (PO) will be made up and paid within 7 days of the event.

**Date Deposit Received:** \_\_\_\_\_ **Notes/Authorization:** \_\_\_\_\_

**FINAL PAYMENT.**

I will make my final payment the day of arrival of my event and I would like to pay with: Check Cash Credit Card

**{11A} YOUR FINANCIAL AND CANCELLATION AGREEMENT.** *Please make sure you've read all of the above steps very carefully and that you fully understand the different sections and options. Your event IS NOT CONFIRMED until we receive your deposit.* For further assistance, please contact the Oakridge office.

Oakridge requires a 25% **NON-REFUNDABLE** deposit to confirm your event, unless you are a government organization using a PO. In the event of your cancellation for any reason at all – including tragedy, natural disaster, inclement weather, or death – Oakridge will not refund any portion of your confirmation deposit. Please do not sign the contract unless you are committed to either fulfilling your contracted event, or forfeiting your deposit if you don't. Please remember, however, that you are free to change your event, if necessary, to a date within the same season, to retain your deposit (as long as you commit to the same original minimum number as on this contract).

***Oakridge requires two signatures on this contract to confirm awareness of both the terms of this contract and the Oakridge cancellation policy. Thank you.***

**{11B} YOUR BILLING AGREEMENT.** *Any late registrants will pay the full, non-discounted rate.*

**DEPOSIT:** Due in order to confirm your event, as specified in the contract. *Date and facilities are not reserved until deposit is received.*

**FINAL CONFIRMED NUMBER:** Group must receive and acknowledge the Oakridge invoice 3 days in advance of your event. That is the group size number and final minimum billing amount you will be responsible for regardless of cancellations or no-shows. ***If payment is not made in full the day of your event, 1% discount point is forfeited per day payment is not received, up to your total discount; unless you have received prior approval due to a P.O. request.***

**FINAL PAYMENT (IN FULL):** Due **UPON ARRIVAL** for your event.

**NO-SHOWS:** You will be responsible to pay in full your discounted rate for all no-shows (complete or partial individual cancellations) who do not attend your event - including all pre-purchased lodging, meals and activities once you give your final confirmed number three days in advance. We recommend that you receive payments from all of your groups members in advance, in order to avoid their canceling. No shows should fill their own vacancy.

**GROUP OVERAGES:** You are free to bring additional guests over your confirmed final number, provided that space is available, but please encourage accurate preregistration! The per person overage rate will be the full, non-discounted rate.

**ADD-ON PAYMENTS:** Please bring an additional final method of payment, either check or credit card, with you to your event. Realize also that there may be additional add-on expenses or overages. This last, final bill should be paid before departure.

**{11C} EVENT CONFIRMATION:** **This contract offer is good for 7 days to receive these rates. If additional days are needed, contact the office. Must receive deposit and completed contract for event to be confirmed.**

**{11D} YOUR SIGNATURES:** If you're using our interactive PDF, Oakridge Ministries will accept your typed name as a valid signature.

**ATTENTION GROUP LEADER:** By signing below, you are stating that:

- {1} You will fulfill the terms of this contract once Oakridge receives your deposit;
- {2} You will read all relevant Oakridge documents provided to you in their entirety and agree to have your group abide by them while at Oakridge;
- {3} Any adjustment to the group number size stated on this contract will be communicated to Oakridge **NO LATER THAN 3 DAYS IN ADVANCE OF YOUR EVENT.** Please be as accurate as possible with group size.

\_\_\_\_\_  
Event Group Leader Name (printed)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Event Group Leader (signature)

\_\_\_\_\_  
Senior Group Representative Name (printed)  
*For churches -- senior pastor*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Group Representative (signature)

By signing, you are indicating that you understand that cancellation will definitely result in forfeiture of your event deposit.

**{12} CONTRACT ADDENDUM.** Please select the equipment, supplies and staff support needed. All addendum items will be viewed as non-discounted add-ons to your contract, and should be added to your final bill payment. Please bring a method of payment to cover any add-on bill not included in your final payment. Contact our office to discuss your needs, if necessary.

**CAMPFIRE - Available as long as no burn ban is in effect.** Rent 20 skewers for \$10.

**OPEN POOL TABLES (2) AND FOOSBALL TABLE (1)** - \$25 per day; regularly \$.50 per game. Number of days \_\_\_\_

**PAINTBALL AMMUNITION.** \$15 per bag of 500 rounds. Number of bags \_\_\_\_.

**INDIVIDUAL SUPERVISED ACTIVITIES.** Groups not purchasing the Supervised Activities Package or Party may purchase individual supervised activities at \$5 per person per activity when available. For groups less than 15 guests, these activities are only occasionally available.

**ACTIVITY ADD-ON SUBTOTAL: \$ \_\_\_\_\_**

**15-PASSENGER VANS.** \$50 per van per driving hour, plus gas; \$20 per hour waiting fee.

**BUS.** \$60 per driving hour, includes driver.

**VEHICLE ADD-ON SUBTOTAL: \$ \_\_\_\_\_**

**WATER COOLERS.** Oakridge provides up to 5 water coolers at various locations for free. Guests are encouraged to bring water bottles - or purchase our Oakridge water bottles! See Services & Supplies.

**COFFEE (WITH CUPS & CONDIMENT BAR).** Free during your stay at Oakridge during meals, for groups buying Oakridge meals.

**LEMONADE / FRUIT PUNCH / TEA (WITH CUPS).** Free during all meals for groups buying Oakridge meals; otherwise, \$.50 /person group service.

**ICE.** No charge for groups buying Oakridge meals (during meals); otherwise, \$2/bag - even for groups buying ice to chill their own snacks.

**POPCORN.** \$1 per person per bag,

**BROWNIES.** \$1 per person for one brownie (30 guest minimum).

**COOKIES.** \$1 per person for two cookies (30 guest minimum).

**ICE CREAM (BOWL).** \$1 per person (15 guest minimum).

**POPSICLES.** \$.50 per person (15 guest minimum).

**SNACK SHACK CARDS.** Provided free for your group to help with money management. Cards can have \$5, \$10 or \$20 value.

**S'MORES & SKEWERS AROUND THE CAMPFIRE.** \$2 per person (15 minimum). Rent 20 skewers for \$10 (if you bring your own s'mores).

**OAKRIDGE SNACK SHACK.** Generally available in the morning, afternoon and evening according to your group's schedule. Great variety and prices!

**GRILLS.** \$10 fee per meal for charcoal grill usage (provide your own charcoal); \$20 fee per meal for propane grill usage.

**NOTE: OUTSIDE FOOD AND DRINK.** Oakridge prefers that groups not bring outside snacks, unless they are preparing their own meals. Oakridge has great variety and reasonable prices in its full-service Snack Shack. Please use it.

**FOOD & BEVERAGE ADD-ON SUBTOTAL: \$ \_\_\_\_\_**

**OAKRIDGE WATER BOTTLES (\$2 EACH).** How many? \_\_\_\_

**EARLY CHECK-IN (\$3 PER PERSON).** Check-in is no earlier than 2:00PM, unless eating an Oakridge-catered breakfast or lunch.

**LATE CHECK-OUT (\$3 PER PERSON).** Check-out is no later than 11:00am, unless eating an Oakridge-catered lunch or dinner on the day of departure.

**LINEN & TOWEL RENTALS (\$5 per person).** How many? \_\_\_\_

**OAKRIDGE OVERNIGHT STAFF COUNSELORS.** \$10 per guest per night for Oakridge staff to oversee and to lodge with your guests.

**REFRIGERATOR ACCESS.** Generally, none except for medical, special dietary, infant needs and special occasion items (unless cooking own meals).

**PET FEE.** \$25/pet per event; in select rooms only. No animals except assistance dogs may be in the Dining Hall or any lodge. Ask for details.

**SPACE HEATERS.** \$10/heater for West Camp. How many? \_\_\_\_

**FURNITURE MOVING.** Love seats, couches, and other large living chairs to be moved will cost \$10 per item to be moved. How many? \_\_\_\_

**NOTE: DAMAGES.** Will be assessed after review of the damage. A bill will be mailed to you if necessary.

**SERVICES & SUPPLIES ADD-ON SUBTOTAL: \$ \_\_\_\_\_**

**GROUP ADD-ON TOTAL: \$ \_\_\_\_\_**



Read through this last page of the contract for further instruction in filling out the contract in its entirety. If you have any questions, please call our office at 405.247.5433.

## BUILD YOUR EVENT IN 12 EASY STEPS: *Choose your...*

- 1. LENGTH OF STAY:** Choose the number of nights your group will be staying at Oakridge.
- 2. DATE:** Write in your date and season preference. Our office will contact you to confirm your date once we receive your completed contract.
- 3. LODGING:** Select your preferred options for lodging at Oakridge Camp. Please remember that our Upper East Retreat Lodge and West Camp are set up to allow you the option of cooking your own meals; and rarely are the main Dining Hall or main dorms set up for such.
- 4. MEETING ROOM:** Select your Meeting Room preference(s). Rooms are confirmed by Oakridge based upon your final group size.
- 5. MEALS:** Select your Oakridge meals.
- 6. ACTIVITIES:** Choose which Activities you would like to include with your Oakridge Event.
- 7. EQUIPMENT SUPPORT:** Select the equipment and staff support required.
- 8. CONTRACT COMPLETION METHOD:** You may either print the contract form, fill it out, and mail your completed contract to Oakridge with your deposit; or you may fill out the contract entirely online as an interactive PDF (you'll need Adobe Reader, available [here](#)) and Email your completed contract to [Jaime@OakridgeMinistries.net](mailto:Jaime@OakridgeMinistries.net). Please contact Oakridge if you have not heard back from us within 3 days.
- 9. RELEASE OF LIABILITY/REGISTRATION:** Every guest on Oakridge property must complete an Oakridge Release of Liability Form. This form explains that individuals first, and the sponsoring group second, are taking insurance responsibility in the event of injury; therefore, Oakridge is in the third position. These forms also provide a record of every guest's attendance at Oakridge.
- 10. FINANCIALS, DISCOUNTS & PAYMENT METHOD:** Oakridge accepts payment by cash, check, or MasterCard, Visa, or Discover. Oakridge will generally contact you *within 3 days* of receiving your contract to confirm your payment method.
- 11. FINANCIAL AND CANCELLATION AGREEMENT:** Review and sign. Once paid, your deposit is fully non-refundable, regardless of all circumstances. You must commit to your final group number 3 days before your event for final billing.
- 12. CONTRACT ADDENDUM:** Fill out and submit your contract addendum for add-on items, to be added to your final bill.

*Need Program Help? Please inquire about availability and rates for Oakridge program assistance for your event, if desired. Oakridge Camp Staff can assist you with music, speaking, skits, games and other recreation.*

## YOUR EVENT DISCOUNTS

Before you look at Oakridge rates and compare with other venues, remember that Oakridge offers huge discounts in the following ways. These discounts are awarded in the final calculation of your bill on the financial page of this contract.

***To receive your quoted discounted rate, you must pay your deposit by the indicated date, and then finalize your group size at least 3 days before your event. Any guests added after this deadline must pay non-discounted event rates for all expenses.***

**RETURNING GROUP:** Groups can receive up to an 6% discount for returning to Oakridge year after year. Some groups may actually pay less for their second year at Oakridge due to this discount.

**EARLY DEPOSIT:** Groups can receive up to a 4% (1% for every month, up to 4 months) discount by registering and paying their deposit early.

**LARGE GROUP:** Groups can receive up to a 16% discount at a rate of 2% for every 25 guests, up to 200.

**MULTIPLE GROUPS:** Multiple groups from the Same Organization in the Same Year (2% max).

**ANY OTHER DISCOUNTS:** Generally for supporting churches or other Oakridge-determined credits.



# EVENT INVOICE

OakridgeCamp.com • 20007 State Highway 9, Anadarko, OK 73005 • (405) 247-5433

Group:

Group Leader:

Phone:

Email:

EVENT ITEMS	AMOUNT
1. Check-in/Check-out Total	
3B. Lodging Rate Total	
4. Meeting Room Total	
5. Meal Total	
6A-6D. Activities Total	
7. Equipment/Support Total	
<b>10A. EVENT SUBTOTAL</b>	
<b>APPLICABLE DISCOUNTS</b>	
<b>10G. TOTAL EVENT DISCOUNT</b>	
<b>ADVENTURE ACTIVITIES (NO DISCOUNT)</b>	
<b>6E. ADVENTURE ACTIVITIES</b>	
<b>DEPOSIT PAID</b>	
<b>10J. CREDIT - DEPOSIT AMOUNT</b>	
<b>OTHER PAYMENTS</b>	
<b>ADD-ON ITEMS</b>	
1. GOLIATH HIGH-ROPES COURSE	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
<b>BALANCE DUE</b>	

*THANK YOU SO MUCH FOR ALLOWING OAKRIDGE TO SERVE YOU! GOD BLESS!*