

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@OakridgeCamp.com. 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!

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:** _____

<i>To be completed by office:</i>	<i>Event Date:</i>	<i>Deposit Amount:</i>	<i>Date Paid:</i>
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BUILD YOUR DAY OUTING IN 10 EASY STEPS: Choose your...

1. **DATE & GROUP SIZE:** Write in your 2 date options, in order of preference. Our office will call to confirm your date once we receive your completed contract; we'll also confirm your group's size. Most day outings cannot be confirmed by Oakridge until **30 DAYS BEFORE YOUR EVENT**.
2. **MEETING ROOM:** Select your Meeting Room preference(s). Rooms are confirmed by Oakridge based upon your final group size.
3. **MEALS:** Select your Oakridge meals.
4. **ACTIVITIES:** Choose which Activities you would like to include with your Oakridge Event Package.
5. **EQUIPMENT:** Select which equipment (if any) you will require for your group's event.
6. **CONTRACT COMPLETION METHOD:** You may either print the contract form, fill it out, and mail your completed contract package to Oakridge; 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@OakridgeCamp.com. Please contact Oakridge if you have not heard back from us within 3 days.
7. **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.
8. **FINANCIALS, DISCOUNTS, & PAYMENT METHOD (FOR YOUR 50% DEPOSIT):** 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.
9. **FINANCIAL AND CANCELLATION AGREEMENT:** Review and sign. Once paid, your deposit is fully non-refundable, regardless of all circumstances.
10. **CONTRACT ADDENDUM:** Fill out and submit your contract addendum for add-on items, which will be added to your final bill.

{1} DATE & GROUP SIZE. Please provide your two preferred date choices below.

Preferred Date:	Alternate Date:	
<i>Oakridge will contact you upon receiving your contract to confirm your event date. If you do not hear from Oakridge within three days, please contact our office at 405.247.5433.</i>		
Check-in Time:	Check-out Time:	Group Size:
<i>When you desire to arrive at Oakridge.</i>	<i>When you'll leave Oakridge.</i>	

{2} MEETING ROOMS. Please select your Meeting Room preference(s). Meeting Room choice cannot be finalized until 30 days in advance of your event. Room rentals are reduced when you select an Oakridge Meal and are served the meal in that room. The reduced room rental rates do not apply to either of the Oakridge chapels.

MEETING ROOM (UP TO 4 HOURS)	MAXIMUM CAPACITY	COST ROOM ONLY	NO. OF FREE BASIC ACTIVITY PASSES	COST PER ADDITIONAL HOUR	TOTAL COST
Dining Hall (no kitchen access)	300	\$200	50	\$50	
Main Dining Hall with Kitchen	300	\$250	50	\$50	
Outside Patio (near Snack Shack)	50	\$50	10	\$10	
Timothy Lodge Meeting Room	35	\$75	10	\$10	
Small Dining Hall	40	\$100	20	\$25	
Game Room (4 hour max)	50	\$100	20	\$25	
Main Chapel	400	\$400	60	\$100	
Malachi Hall	40	\$75	10	\$15	
Romans Dining Room with Kitchen	40	\$100	20	\$25	
Romans Meeting Room	40	\$75	15	\$25	
West Camp Dining Hall with Kitchen	150	\$200	35	\$50	
West Camp Chapel	250	\$250	50	\$75	
MEETING ROOM TOTALS					{2}

DAY OUTING CONTRACT

{3} 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. 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	\$9									
Lunch	\$10									
Dinner	\$11									
Specialty Dinner	\$15									
Banquet	\$20									
Meal Totals										{3}

{4} BASIC ACTIVITIES AND FACILITY ACCESS.

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 • 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 being on the property desiring to do ANY activities. Basic Activity Passes include access to the Oakridge Game Room and the above activities.*

$\$5 \times \underline{\hspace{2cm}} \text{ guests} = \text{Basic Activity Pass Subtotal: } \$ \underline{\hspace{2cm}} [A]$

SUPERVISED ACTIVITY PACKAGE. The Supervised Activity Package requires a **6-guest minimum** and is overseen by Oakridge Staff for a maximum of **4 hours**. The cost for the complete Supervised Activity package 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). *Does not include activities marked with an asterisk (see below).*

___ \$20 (summer)

I would like the Supervised Activity Package for my group. ___ \$18 (non-summer) ___ days \times ___ people = **Package Subtotal: \$** _____ [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:**

- | | | | | | |
|-----------------------------|------------------------------------|-------------------|--|------------------------------------|------------------------------|
| ___ Archery | ___ Marksmanship (.22 caliber) | ___ Climbing Wall | ___ Power Bouncers | ___ Low Elements Confidence Course | |
| ___ Team Games | ___ Horseback Riding (6-9 guests)* | ___ Moon Bounce | ___ Wagon Ride* | ___ Campfire | ___ Shotguns (12-18 guests)* |
| ___ Swimming Pool & Hot Tub | ___ Human Foosball | ___ Waterslide | ___ Group Games: Giant Maze, Gaga Ball, 9 Square | | |

$\$100 \times \underline{\hspace{2cm}} \text{ activity hours} = \text{Supervised Activity Party Subtotal: } \$ \underline{\hspace{2cm}} [C]$

$\$125 \times \underline{\hspace{2cm}} \text{ off-time activity hours} = \text{Supervised Activity Party Subtotal: } \$ \underline{\hspace{2cm}} [D]$

ACTIVITY TOTAL {A+B+C+D}: _____ {4}

**Not included in the Supervised Activity Package.*

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

- NEW - Arrow Tag \$10/25min \times ___ persons = _____ Minimum group of 6; maximum group of 16 players per round
- Paintball \$25/person \times ___ persons = _____ Minimum group of 6; includes complete gear/200 rounds of ammo; approx. 3 hours
- Laser Tag \$10/25min \times ___ persons = _____ Minimum group of 6; maximum 28 players per round
- Rappelling \$250/trip \times ___ trips = _____ 3-hour trip; off-site at Red Rock Canyon, 45 minutes away
- Horseback Riding \$20/person \times ___ persons = _____ Minimum group of 6; subject to availability
- Go-Karts \$10/6 laps \times ___ persons = _____ Minimum group of 6
- Goliath Challenge Course: Your approximate bill will be _____ See climbgoliath.com for rates

Adventure Activity Subtotal (no discounts apply): _____ [E]

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.

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{5} EQUIPMENT/SUPPORT. Please select the equipment and staff support needed. *Groups will be charged for every day's use, with "day" being any part of a day.* Contact our office to discuss your needs if necessary.

EQUIPMENT/SUPPORT	NOTES	COST PER DAY	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>	\$300	
Video Support	<i>Video projector, screen & 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	
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	
Equipment Totals			{5}

{6} CONTRACT COMPLETION METHOD.

Email: Save this file on your computer and send it as an attachment to JAIME@OAKRIDGECAMP.COM

Mail (and pay) to: OAKRIDGE MINISTRIES 20007 STATE HIGHWAY 9 ANADARKO, OK 73005

NOTE: This offer is good for seven (7) days to receive these rates and options.

{7} 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 and find the form under 'Downloads.'

ADDITIONAL CONTRACT NOTES / COMMENTS:

DAY OUTING CONTRACT

{8} 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 Day Outings, Oakridge requires a 50% deposit. For further assistance, please contact our office at 405.247.5433.

Quote Date: _____ Group/Event: _____ Group Leader: _____

Preferred Event Date: _____ Alternate Event Date: _____

{2} Meeting Room Total: \$ _____ {3} Meal Total: \$ _____

{4} Activities Total: \$ _____ {4E} Adventure Activities: \$ _____ {5} Equipment/Support Total: \$ _____

Event Total {2 + 3 + 4 + 5} = \$ _____ {Event Total}

50% Deposit: Event Total × .50 = \$ _____ Deposits are non-refundable but transferable within 90 days.

Your event cannot be confirmed until Oakridge has received your 50% Deposit. 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 AFTER the event within 7 days.

Date Deposit Received: _____ Notes/Authorization: _____

FINAL PAYMENT.

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

{9A} 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 50% non-refundable deposit to confirm your event. 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 90 days, 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.

{9B} YOUR BILLING 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.

DEPOSIT: Due in order to confirm your event, as specified in the contract.

FINAL PAYMENT (IN FULL): Due three days before your event.

NO-SHOWS: You will be responsible to pay, in full, for all no-shows (complete or partial individual cancellations) who do not attend your event - including all pre-purchased meals and activities. We recommend that you receive payments from all of your groups members in advance.

GROUP OVERAGES: You are free to bring additional guests over your confirmed final number, provided that space is available, but please encourage accurate preregistration!

ADD-ON PAYMENTS: Please bring a final method of payment, like a credit card, with you to your event to cover any additional add-on expenses or overages. Your final bill should be paid before departure.

{9C} YOUR SIGNATURES: 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. 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; and {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. 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.

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.

DAY OUTING CONTRACT

{10} 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.
 - WAGON RIDE (PULLED BY TRACTOR).** Group wagon rides are \$100 per hour, holding approx. 35-40 guests per trip.
- 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.** \$20 fee per meal, per grill, for propane grill usage.
- COFFEE/TEA/HOT CHOCOLATE.** \$1 per person, offered after mealtimes.

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 PROGRAM SUPPORT.** Proposed honorarium: _____
- OAKRIDGE WATER BOTTLES (\$2 EACH).** How many? ____
- 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. Ask for details.

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: \$ _____



OAKRIDGE

Christian Camp & Retreat Center

DAY OUTING INVOICE

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

Group:

Group Leader:

Phone:

Event Date:

Email:

EVENT ITEMS	AMOUNT
2. Meeting Room Total	
3. Meal Total	
4. Activities Total	
4E. Adventure Activities Subtotal	
5. Equipment/Support Total	
EVENT SUBTOTAL	
DEPOSIT PAID	
CREDIT - DEPOSIT AMOUNT	<i>Less:</i>
OTHER PAYMENTS/CREDITS	<i>Less:</i>
ADD-ON ITEMS	
1. GROUP ADD-ON TOTAL	
2.	
3.	
4.	
5.	
6.	
BALANCE DUE	

PAID: _____

FINAL DUE: _____