

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**, in order to give preference to lodged events.
 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. Your event coordinator will provide you with a link for your group members to fill out this form online.
 8. **FINANCIALS, DISCOUNTS, & PAYMENT METHOD (FOR YOUR 50% DEPOSIT):** Oakridge accepts payment by cash, check, or MasterCard, Visa, or Discover, with a 2% service charge. 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:** _____

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.

Check-in Time: _____ **Check-out Time:** _____ **Group Size:** _____

When you desire to arrive at Oakridge. *When you'll leave Oakridge.*

{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 6 HOURS)	MAXIMUM CAPACITY	COST ROOM ONLY	TOTAL COST
Dining Hall (no kitchen access)	250	\$400	
Main Dining Hall with Kitchen	300	\$500	
Outside Patio (near Snack Shack)	50	\$25	
Small Dining Hall	40	\$150	
Game Room (by the hour)	50	\$50/hr	
Main Chapel	450	\$650	
Romans Dining Room with Kitchen	30	\$150	
Romans Meeting Room	30	\$100	
West Camp Dining Hall with Kitchen	150	\$400	
West Camp Chapel	250	\$400	
MEETING ROOM TOTALS			{2}

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{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}
Adult Breakfast	\$11									
Adult Lunch	\$12									
Adult Dinner	\$13									
Child Breakfast	\$9									
Child Lunch	\$10									
Child Dinner	\$11									
CHILD: 4-12 YEARS OLD. ALL PRICES ARE MAXIMUM; NO TAXES OR TIPS.									Meal Totals	{3}

{4} ACTIVITIES.

4.1 - BASIC ACTIVITIES AND FACILITY ACCESS.

GAME ROOM: Can be rented by the hour. See meeting room section for details!

OUTSIDE: Baggo Toss • Basketball • Box Hockey • Frisbee Golf • Gaga Ball • Game Equipment (check-out) • Maze • Hiking
Horseshoes • Lounge Areas • Playground Area • Tetherball • Volleyball • 9 Square in the Air

GIANT GAMES: Chess • Jenga • Connect Four • Dominoes

\$5 × _____ guests = **Basic Activity Pass Subtotal:** \$ _____ [A]

4.2 - SUPERVISED ACTIVITY PACKAGE (INCLUDES ALL ACTIVITIES LISTED BELOW). The Supervised Activity Package requires a **20-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 (ONE HR EACH)**, unless otherwise pre-scheduled. Water-based activities' availability is subject to weather.

___ I would like the Supervised Activity Package for my group. *Choose either Summer or Non-Summer below:*

INCLUDES: Archery • Swimming Pool & Hot Tub • Marksmanship (.22 caliber) • Go Karts • Climbing Wall • Power Bouncers • Human Foosball
Low Elements Confidence Course • Group Games: Giant Maze, Gaga Ball, 9 Square • **NEW** Waterslides

___ \$25 Summer (includes water attractions) ___ \$22 Non-Summer (no water attractions)

_____ people = **Package Subtotal:** \$ _____ [B]

4.3 - SUPERVISED ACTIVITY HOURS. A Supervised Activity Hour 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 6pm; \$125 per activity hour after hours (6pm-12am).

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

- | | | | |
|--|----------------------------------|--------------------------|-----------------------------|
| ___ Archery | ___ Marksmanship (.22 caliber) | ___ Climbing Wall | ___ Swimming Pool & Hot Tub |
| ___ Team Games | ___ Human Foosball | ___ Moon Bounce | ___ Tram Transport |
| ___ Low Elements Confidence Course (1-24 people/group) | ___ Power Bouncer (1 unit) | | |
| ___ Group Games: Giant Maze, Gaga Ball, 9 Square | ___ Dunk Tank (two-hour minimum) | | |
| ___ Goliath Elevated Log | ___ Goliath Team Wall | ___ Goliath Tunnel Climb | |
| ___ Goliath Climbing Wall | ___ Goliath Net Climb | | |

\$100 × _____ 10am-6pm activity hours = **Supervised Activity Party Subtotal:** \$ _____ [C]

\$125 × _____ 6pm-12am activity hours = **Supervised Activity Party Subtotal:** \$ _____ [D]

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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{4} ACTIVITIES, CONT'D

4.4 -ADVENTURE ACTIVITIES.

Adventure Activity	Cost	Number of Hours/Persons	Total	Description
NEW - Waterslide	\$250/hour	_____ hours		All-new commercial waterslide. No minimum requirement; exclusive.
Arrow Tag	\$10/25 min	_____ persons		Minimum group of 6; maximum group of 16 players per round
Paintball	\$25/person	_____ persons		Minimum group of 6; includes complete gear and 200 rounds of ammunition; approximately 3-hour experience
Laser Tag	\$10/25 min	_____ persons		Minimum group of 6; maximum 46 players per round
Go-Karts	\$10/6 laps	_____ persons		Minimum group of 6
Shotguns	\$10/8 rounds	_____ persons		Minimum group of 6
ADVENTURE ACTIVITY SUBTOTAL:			{4E}	

Goliath	Cost per Person	Number of Persons	Total	Description See climbgoliath.com
Goliath				
Zipline Only	\$20			Minimum group of 6
Pamper Pole Only	\$20			Minimum group of 6
Haul Swing Only	\$20			Minimum group of 6
GOLIATH SUBTOTAL:			{4F}	

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

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. Any expenses incurred due to injuries using Oakridge facilities or equipment are to be fully covered by the group and by the individual registrant, not Oakridge.

NOTE: Off-site rappelling and horseback riding are also sometimes available. Ask for details.

FOR LEADERSHIP RETREATS, MARRIAGE CONFERENCES, WEDDINGS OR OTHER SPECIAL EVENTS, CONSIDER:

-THE RIDGE-

The Ridge is a stately 4-bedroom, 6-bathroom estate just down the road from Oakridge Camp. Beautifully decorated and located, the Ridge, a ministry of Oakridge, is a one-of-a-kind conference or event experience.

Come and be renewed, refreshed, and invigorated in the peaceful and luxurious environment the Ridge has to offer! Marriage conferences provide couples with the perfect setting to reconnect in comfortable, elegant surroundings. Hosting a conference, or men and women's getaway? The Ridge is the perfect place for a Christ-centered gathering for fellowship in a fun, enchanting space.

Visit TheRidgeOk.Com for photos and more information. Ask your event coordinator whether the Ridge could serve your event!

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{5} EQUIPMENT/SUPPORT. 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 COST
Sound System / Dining Hall	<i>Small 8-channel (1 mic free during meals for announcements)</i>	\$100	
Sound System / Chapel	<i>16-channel digital board, 2-way system, 2 mics, snake, 2 monitors</i>	\$400	
Video Support	<i>Video projector, screen & monitor</i>	\$50	
In-Ear Aviom Monitor	<i>Up to 6 available</i>	\$100	
Sound System - Medium Portable	<i>7 channel</i>	\$100	
Light System / Chapel Spotlight	<i>1 Large 9 color spot</i>	\$75	
Light System / Chapel Stage, Effect	<i>16 large par cans w/ board, 9 effect lights on stage and floor</i>	\$100	
Instruments (guitar, keyboard, amps)	<i>Many options - per item</i>	\$25	
Drums	<i>Full set</i>	\$75	
Wireless microphones	<i>Up to 3</i>	\$50	
Event Speaker	<i>Charge per meeting</i>	\$150	
Praise Band - Full Electric (3-6)	<i>Charge per meeting</i>	\$250	
Praise Band - Acoustic (2-4)	<i>Charge per meeting</i>	\$150	
Sound/Light Technician	<i>Charge per hour</i>	\$10/hour	
Tables	<i>4 free in meeting room</i>	\$10/table	
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

{7} RELEASE OF LIABILITY/REGISTRATION.

A \$2 per-person fee applies to every guest who uses a paper form, and does not submit a release of liability form online.

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 the medical needs and expenses of their group members who make a claim against Oakridge.**

Attention Group Leader: As part of your event registration, please contact Oakridge to receive your Release of Liability link.

ADDITIONAL CONTRACT NOTES / COMMENTS:

DAY OUTING CONTRACT

Group:

Group Leader:

Position/Title:

Street Address:

City/State:

Zip Code:

Phone:

Email:

{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 further assistance, please contact our office at 405.247.5433.

Quote Date: _____

Preferred Event Date: _____

Group Size: _____

{2} Meeting Room Total: _____

{3} Meal Total: _____

{4G} Activities Total: _____

{5} Equipment/Support Total: _____

Event Subtotal {2+3+4G+5} = _____ {8A} Your Event Total; be sure to double-check all calculations.

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

50% Deposit: Event Total {8A} × 0.50 = \$ _____ **Actual Deposit Paid {8B}:** _____ **Date:** _____

Deposits are non-refundable but transferable within same season of event. Your event cannot be confirmed until Oakridge has received your 50% 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 (2% service charge): _____

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 used.

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 (2% service charge)

IMPORTANT CONTRACT DETAILS.

{1} Oakridge reserves the right to change meeting room assignments based upon groups that adjust their final numbers, in order to accommodate groups with the facilities that best meet their final group size.

{2} Groups using a credit card to pay for their event will be charged a 2% service fee.

{3} Final confirmed number for your group is **DUE ONE WEEK BEFORE THE START OF YOUR EVENT.**

{4} Your group is accepting financial responsibility for any damages, injuries, claims, and other incidents relating the stay of any and all of your members at Oakridge.

{5} When you sign your Oakridge contract, you are recognizing and agreeing with all of these important contract details.

DAY OUTING CONTRACT

{ 1 1 } YOUR FINANCIAL AND CANCELLATION AGREEMENT. *Your event IS NOT CONFIRMED until we receive your deposit.* For further assistance, please contact the Oakridge office.

Oakridge requires a 50% **FULLY 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).

YOUR BILLING AGREEMENT. *Any late registrants will only be added if space is available.*

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 1 week 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.

FINAL PAYMENT (IN FULL): Due before you depart from your event (unless you are paying with a government purchase order), unless you have received prior approval due to a late payment request.

NO-SHOWS: You will be responsible to pay in full your quoted 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 one week in advance. We recommend that you receive payments from all of your groups members in advance, in order to avoid their canceling.

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

CREDIT CARD SERVICE CHARGE: 2% Fee

EVENT CONFIRMATION: **This contract offer is good for 7 days to guarantee these rates.** If additional days are needed, contact the office. Oakridge must receive deposit and completed contract for your event to be confirmed.

YOUR SIGNATURE: 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 7 DAYS IN ADVANCE OF YOUR EVENT.** Please be as accurate as possible with group size.
- {4} You will pay for ANY AND ALL DAMAGES to Oakridge property caused by your group.
- {5} You have read the important contract details on page 5 and agree to abide by them.
- {6} Your group accepts all financial responsibilities defined in this contract, including any and all insurance payments and claims brought against Oakridge Ministries by a member of your group.

Event Group Leader Name (printed)

Date

Event Group Leader (signature)

By signing, you are indicating that you understand that cancellation will definitely result in forfeiture of your event deposit, and that you are aware of the terms of this contract.



OAKRIDGE

Christian Camp & Retreat Center

DAY OUTING INVOICE

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

Group:

Group Size:

Group Leader:

Phone:

Event Date:

Email:

EVENT ITEMS	AMOUNT
2. Meeting Room Total	
3. Meal Total	
4G. Activities Total	
5. Equipment/Support Total	
8A. EVENT TOTAL	
8C. CREDIT - DEPOSIT AMOUNT	<i>Less:</i>
OTHER PAYMENTS/CREDITS	<i>Less:</i>
ADDITIONAL CHARGES/ADD-ONS	
Credit Card Usage Service Charge (2%)	
BALANCE DUE	
NOTES:	PAID
	FINAL DUE

THANK YOU FOR CHOOSING OAKRIDGE!