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Dear _____,

We are excited that you have shown interest in U-Turn Ranch. Thanks for the opportunity to provide you with a fun and exciting Ranch experience. Right now the dates you have temporarily booked for you group is _____. To confirm and hold that spot without any problems please do the following.

1. Forward a deposit of \$300 and Retreat Package (below) to the Ranch to hold your booking. Please note that this deposit is non-refundable, but will be credited to your final invoice. Please read through all the information, including U-Turn Ranch Rental Policies and sign below so that we know you are aware of all our policies and procedures.
2. Contact the Insurance Company for your organization and request a “Certificate of Insurance” naming U-Turn Ranch, Woodstock, ON, as additional insured. We will need a copy of this.
3. Finally, when you arrive please bring the following”
Balance owing for your retreat
Release Forms – filled out by everyone attending – Form below

We look forward to having you and your group here. Please let us know if there’s anything we can do aid in your planning or the success of your stay.

Looking forward to working together with you,

Jodie Zehr
Office Manager

RETREAT PACKAGE

Please return filled out and with deposit.

GROUP INFORMATION

Name of Group or Organization: _____

Dates Requested: _____ Arrival Time: _____ Departure Time: _____

Type of Group: (eg. ages of participants) _____

Purpose of event: _____

Contact person: _____

(Please provide one person called regarding all decisions etc. and someone who will be here for the stay)

Email: _____ Telephone #: _____

Group Address: _____

City: _____ Province: _____ Postal Code: _____

Number of Guests: _____ Number of Chaperons: _____

Note: We require that you confirm your numbers two weeks in advance. If we are not told differently you will be charged for a minimum of the number stated above. We plan on a 5% variance over for meals so there is a little movement, but if number is more than that please let us know ASAP.

LIABILITY

All Groups are required to provide a certificate of liability insurance from your insurance company in order to use U-Turn Ranch. Please contact your insurance company for your organization and request a "Certificate of Insurance" naming U-Turn Ranch, Woodstock, Ontario, as additional insured.

Copy Enclosed: ____ Will send prior to rental date: ____

PROGRAMMING

Please check which activities you would like to participate in while at the ranch. These are activities that are led by our staff. Please inform your group that long pants and close toes shoes are require for riding.

Wide Games	
Fishing/Frogging	
Team Building	
Outdoor Skills	
Slingshots	
Archery	

Horse Rides – led by our staff	
Grooming and Horse Care	
Horse Riding in arena	
Horse Trail Ride	
Swimming – Lifeguard Pending (June – August) Extra cost	

Due to staffing, we prefer to run activities in the morning or afternoon. Back to back if possible. Depending on size of group, and choices of activities, we will work together with you to decide on the best schedule. Please let us know below what time you anticipate activities running while your group is at U-Turn Ranch.

PACKAGES AND PRICING – please note all packages include HST

ALL PRICES ARE BASED ON 20 PEOPLE MINIMUM

Package #1 (\$95/person with Activities) (\$75/person without Activities)

- 2 nights in Rustic Covered Chuck Wagons (sleep 8 each)
- 3 meals Saturday
- 1 brunch Sunday
- 2 night snacks
- 4 activities (see activities for choice)

Package #2 (\$80/person with Activities) (\$55/person without Activities)

- 1 night in Rustic Covered Chuck Wagons (sleep 8 each)
- 3 meals Saturday
- 1 night snack
- 4 activities (see activities for choice)

Package #3 (\$50/person with Activities) (\$35/person without Activities)

- Day Only – On Weekend
- 1 meal
- 4 activities (see activities for choice)

Package #4 (\$85/person with Activities) (\$65/person without Activities)

- 2 nights in Rustic Covered Chuck Wagons (sleep 8 each)
- 3 meals Saturday
- 2 night snacks
- 4 activities (see activities for choice)
- **School Groups – Please request School Group Package**

Please select what type of package you are interested in.

Package #1	
Package #2	
Package #3	
Package #4	
School Group	

SPECIAL REQUESTS

We are pleased to serve you by allowing your group to use U-Turn Ranch facilities and by offering our help in whatever way we can to make your stay enjoyable and meaningful. We feel sure that by cooperation between your leadership and ours, this will be accomplished. We welcome any request or comments that you might have, and ask that you abide by our policies and guidelines, and we will do our best to accommodate you during your stay here at U-Turn Ranch. Please note any special requests.

MEALS

Below is an example of what the menu would look like for the weekend. Please note that this can be changed and is not always the same from weekend to weekend. This menu is also based on the full package, and will be altered according to the package you choose.

Friday

Night Snack – Nachos with cheese – served with salsa and sour cream

Saturday

Breakfast – Pancakes, syrup, sausage, fruit, juice and coffee

Lunch – Grill cheese, soup, veggies, and juice

Supper – Lasagna, creaser salad, garlic strips, juice and pudding

Night Snack – Popcorn and Apples

Sunday

Brunch – Eggs, ham, yogurt parfaits, bagels, cereal, milk, fruit, juice and coffee

Please list any allergies and the name of the individual so that we can ensure they get what they need. Please note, that there may be extra charges depending on what the allergy is and how much food we need to alter.

CONTRACT

Please keep a copy of this information for your records.

Failure to comply with this Retreat Package and U-Turn Ranch Rental Policies as outlined may result in your group being asked to leave early or not being welcome back to U-Turn Ranch. If there are any questions about the information in this package and policies, please contact the office and we will do the best to work out a solution to the issues.

I have read all the information in the Retreat Package and the U-Turn Ranch Rental Policies and agree to abide by them. I will inform all members of the group of these policies and will undertake to conduct our activities in a safe and careful manner. I assume full responsibility for the conduct of our group and for their safety. I also will take full responsibility for any health care that is needed during our stay. I agree, on behalf of the group, that we will not hold U-Turn Ranch, staff, volunteers or owners liable in any way for any accidents which may happen while we are using the Ranch.

Signed: _____ Date: _____

FOR OFFICE USE ONLY:

Date: _____

Deposit Received: _____

Amount due: _____

Confirmed Schedule: _____

U-TURN RENTAL POLICIES

Please ensure that everyone attending is aware of U-turn Ranch Policies below.

Reservations – Tentative dates may be set by phone, however no reservation is guaranteed until deposit and retreat package is returned to U-Turn Ranch.

Cancellations – Deposits are non-refundable and non-transferable.

Deposit & Payment - For all retreats we require that there is a non-refundable deposit of \$250. This will be credited to your final invoice, as long as there are no damages during your stay at U-Turn. Once retreat package and deposit is received in our office, we will send out a confirmation. Two weeks prior to your arrival we ask that you contact us and let us know if your numbers are different than what is stated in this package. At that point we will send you a final invoice which is due upon arrival at the ranch. Checks may be used for deposit but we require cash or money order for final payment.

Release Forms - Please ensure that Release Forms are signed by every participant over 18 and everyone under 18 a parent or legal guardian must sign. This includes all chaperons and attending people. Please bring these along to retreat. Form below.

Meals – Our kitchen is not open for public use, however we do have a fridge in the dining hall which you are welcome to use. Please contact us 2 weeks prior to retreat if there are any allergies. We will do our best to accommodate everyone, however, if things do need to be changed from our basic menu, we may need individuals to bring in specific food, to ensure they get what they need for the weekend.

Arrival /Departure – May thru August weekend retreats should plan to arrive after 6 pm. In the spring there is a bit of flexibility, however prior arrangements do need to be made. Groups booked for the day or during the week can be adjusted, except for Fridays day groups must depart by 4. If any of these times are an issue please contact the office. We will do the best to accommodate you providing we do not have another group coming right after or before your group.

Alcohol, Non-prescription drugs and restricted movies are not prohibited on the premises.

Smoking is prohibited in all building and around barn area. If this is something that is an issue for any member in your group please let us know and we will see if we can arrange a spot that is good for everyone.

Facility Care – Groups renting U-Turn Ranch facilities are responsible for all damages beyond normal wear and tear to equipment, buildings, facilities and grounds, and will be charged accordingly. We ask that prior to your departure all furniture be returned to where it was upon arrival.

Bedding – No bedding or towels are provided for guest at U-Turn Ranch. Please make sure that everyone in the group knows that they must provide all their own.

Supervision – Groups are required to provide adequate supervision for participants; this applies especially to non-adult groups. Supervision is required at all times. U-Turn Ranch will be present to assist with serving meals, and while running activities. But we ask that an adult from your group be with every activity and present during meal time to supervise participants.

Nature & Wildlife – We ask that you let the nature of U-Turn Ranch not be disturbed. No cutting or removing twigs, leaves and bark from trees or picking flowers. We also ask that you respect all wildlife.

Garbage and Recycling – Garbage cans and blue boxes are available throughout the camp grounds. Please use them and do not litter.

Vehicles – All vehicles should be parked in the parking lot. No speeding, driving vehicles in any area other than U-Turn Drive way and parking lot. We ask that no one parks in the personal house driveway unless permitted by Scott or Jodie (Owners) prior to arrival. No one is to use Ranch vehicles for any purpose. And motorized off-road vehicles are not permitted.

Noise – Please be considerate of others. There should be no excessive noise between 11 pm and 8 am.

Pond – Use of the pond during non scheduled activities, is subject to following all waterfront rules and providing responsible supervision.

Pool – We attempt to have our pool up and running for the months of June – September. However there is no guarantee. U-Turn Ranch will attempt to provide a lifeguard. If we can not find someone you are welcome to

provide one, but we must have their qualifications on file for your stay and one of our staff is required to be at the pool at all times during swimming. Please note there is an extra cost for this.

First Aid – Rental groups are responsible for their own first aid. Please bring a basic kit with you.

Fires – are permitted only in existing fire areas. Please no burning candles in facility.

Pets – No pets are allowed.

Lost and Found – U-Turn Ranch is not responsible for any lost or forgotten articles. Lost and found articles not claimed within two weeks may be donated to the local second hand store.

Out of Bounds – We ask that you keep your group out of the kitchen, barn and pastures, Ranch vehicles and equipment, private residences and program room. The pool is closed as well unless arrangements have been made.

Riding Arena and Dining Hall – Both of these areas are great for group activities and running sessions. We ask that the dining hall be cleared out at least ½ hour before and after each meal. The riding arena can be used unless horse activities are taking place, than we ask that the arena is clear one hour before and after activities.

Shared Use – When small groups are booked, U-Turn reserves the right to book another group as the same time as your group is here. We will do everything possible to not the groups interfere with each other.

Accidents – We ask that any accidents or damage is reported to the directors of U-turn Ranch.

RELEASE FORM

For insurance reasons **ALL** persons must fill out the following form and sign prior to participation in any Ranch program or activities. Anyone under the age of 18 must have a Parent sign and complete this form. Please photocopy as many forms as is necessary (one form per person).

Name: _____

Address: _____

Phone: _____ Date of Birth: _____

Provincial Medial Number: _____

Allergic to bee stings? Yes No

Allergies to food or drugs? Yes No

If YES, please specify: _____

Date of last tetanus shot: _____

CONDITIONS OF PARTICIPATION

While every precaution shall be taken to ensure the good welfare and protection of the participant, U-Turn Ranch, its Director, staff members, employees or facilities outside the Ranch grounds are hereby released from any and all liability in the event of any accident or misfortune that may occur to the participant.

I understand that First Aid and basic medical care is the primary responsibility of the group and its leaders and not U-Turn Ranch. I understand that the group, organization or agency that is bringing the participate in responsible to provide adequate insurance coverage for their duration of stay.

I hereby certify that I have read and accept all the above conditions.

Date

Signature of Participant, or Parent/Guardian if under the age of 18

