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www.uturnranch.com

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. The dates you have temporarily booked for you group are_____. To confirm your booking please do the following.

1. Forward a deposit of \$300 and the Retreat Package (below) to the Ranch office. 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 hosting you and your group. Please let us know if there is anything we can do to help your planning and 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 do not hear from you, you will be charged for a minimum of the number stated above. We plan on a 10% 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

If your package includes ranch run activities, please check which activities you would like to participate in. All activities run for 1 hour and will be led by U-Turn staff. If participates are under 18, there will need to be extra supervision from your chaperones. If the group size is under 40, we ask that activities run back to back, morning or afternoon. If you have over 40 participates program times may need to be run morning and afternoon.

Wide Games	
Pond/Frogging (Ages 5-12)	
Team Building	
Orienteering (Ages 8 and up)	
Archery	
Frisbee Golf	

Horse Riding in arena (Program based on age)	
Scavenger Hunt (Suggested ages 5-12)	
Swimming – Lifeguard Pending (June – August – Extra cost for lifeguard)	

PACKAGES AND PRICING – HST will be added to the price

ALL PRICES ARE BASED ON 20 PEOPLE MINIMUM

Package #1 (\$105/person with Activities) (\$85/person without Activities)

- 2 nights in Rustic Covered Chuck Wagons (No electricity, sleep 8 each)
- 3 meals Saturday (Served at 8am, 12pm and 5 pm)
- 1 brunch Sunday (Served at 10:30 am)
- 2 night snacks (Self-Serve)
- 3 activities (see activities for choice)

Package #2 (\$95/person with Activities) (\$75/person without Activities)

- 1 night in Rustic Covered Chuck Wagons (No electricity, sleep 8 each)
- 3 meals Saturday (Served at 8am, 12pm and 5 pm)
- 1 night snack (Self-Serve)
- 3 activities (see activities for choice)

Package #3 (\$60/person with Activities) (\$45/person without Activities)

- Day Only – On Weekend
- 1 meal (Served at lunch)
- 3 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	

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. With 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 – Cookies and Apples

Saturday

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

Lunch – Grill cheese, soup, veggies, and juice

Supper – Lasagna, ceasar 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. We require notification of all allergies 2 weeks in advance. Extra charges may apply.

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 our 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: _____

U-TURN RENTAL POLICIES

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

Reservations – 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 \$300. This will be credited to your final invoice, if there are no damages during your stay at U-Turn. Once retreat package and deposit are 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 e-transfer, cash or money order for final payment.

Release Forms - Please ensure that Release Forms are signed by every participant over 18. 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.

Kitchen – Please note that our kitchen is closed to groups, and only U-Turn Staff are allowed in the kitchen.

Food allergies – We require notification of all allergies 2 weeks in advance. Extra charges may apply.

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 Friday's day groups, who must depart by 4. If any of these times are an issue, please contact the office. We will do the best to accommodate you provided we do not have another group coming right after or before your group.

Alcohol and Non-prescription drugs and are not permitted on the premises.

Smoking and Vaping is prohibited at U-Turn Ranch. Should this be an issue, please contact us ahead of time.

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 remind guests to bring warm bedding as the wagons are not heated.

Supervision for groups under Age 18 – Groups are required to always provide adequate supervision, including meal times and ranch run activities. U-Turn Ranch Staff will be present to assist with serving meals, and running ranch activities.

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 must be parked in the parking lot. Please do not drive in any other area. U-Turn vehicles and machinery are off limits 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 – We ask that the pond is not used while U-Turn Staff are not present.

Pool – The pool is generally open from June – September. 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 during swimming. Please note there is an extra cost to hire a lifeguard.

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 do not burn candles inside any facilities.

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 of your stay 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 and pond area are closed unless arrangements have been made.

Dining Hall – We ask that the dining hall be cleared out at least ½ hour before and after each meal for us to set up for meals.

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

