

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 = \$ _____		
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 above 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.

TIMOTHY LODGE (FORMERLY UPPER LODGE); WEST CAMP JEREMIAH MOTEL & ISAIAH CABIN (FORMERLY WEST MOTEL & CABIN)
 Timothy 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. Isaiah Cabin and Jeremiah Motel rooms have private baths, with linens, towels and HVAC provided.

TIMOTHY LODGE: 54 BEDS, 76 SLEEPING SPOTS.

Jeremiah Motel = 7; Isaiah Cabin = 2.

GENERALLY NO YOUTH GROUPS, PLEASE.

ROMANS RETREAT LODGE (FORMERLY UPPER EAST LODGE)

7 private MODEST rooms with shared ¾ baths. Linens and towels may be rented at \$7 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.

PHILIPPIANS LODGE (FORMERLY UPPER WEST LODGE)

Private MODEST rooms with shared ¾ baths. HVAC provided. Linens and towels may be rented at \$7 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

ALL REQUIRE 15 GUEST MINIMUM. 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. ESTHER DORM UPPER CAN ONLY BE RENTED WITH ESTHER DORM LOWER.

- Luke Dorm sleeps 48 (formerly Upper Boys)
- Esther Dorm upper level sleeps 32; lower level sleeps 30 (formerly Girls Dorm)
- Mark Dorm sleeps 52 (formerly Lower Boys)

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

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

Galatians and Matthew Dorms 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.

RUTH DORM & JOSHUA DORM (FORMERLY WEST CAMP GIRLS DORM AND WEST CAMP BOYS DORM)

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: Ruth Girls Dorm = 36; Joshua Boys Dorm = 28.

40 GUEST MINIMUM.

NOT AVAILABLE IN WINTER.

NOTE: Ruth and Joshua Dorms have no heat, but West Dining Hall and West Chapel are heated. Space heaters for dorms can be provided at \$15/heater.

{3} LODGING RATES CHART.

BUILDING NUMBER (SEE MAP)	ROOM TYPE: LODGES	LODGE RATE PER ROOM PER NIGHT {A}	TOTAL NO. OF GUESTS PER LODGING AREA	NO. OF ROOMS {B}	NO. OF NIGHTS {C}	LODGING RATE SUBTOTAL {A × B × C}
	<i>Only Singles/Couples Renting 9+ Rooms</i>	\$91				
7	Timothy Lodge - Small Rooms <i>Sleep 1-2 guests; 6 rooms total</i>	\$71				
7	Timothy Lodge - Medium Rooms <i>Sleep 1-3 guests; 3 rooms total</i>	\$91				
7	Timothy Lodge - Large Rooms <i>Sleep 1-4 guests; 11 rooms total</i>	\$111				
7	Timothy Lodge - Extra-Large Room <i>Room 111; sleeps 1-5</i>	\$121		1		
7	Timothy Lodge - XX-Large Rooms <i>Room 115; sleeps 1-6</i>	\$131		1		
18.2	Philippians Lodge - Large Rooms <i>Sleep 1-4 guests; 9 rooms total</i>	\$95				
18.2	Philippians Lodge - Extra-Large Room <i>Sleeps 1-6 guests; 1 room total</i>	\$139		1		
2.2	Romans Lodge - Large Rooms <i>Sleeps 1-4 guests; 2 rooms total</i>	\$101				
2.2	Romans Lodge - Extra-Large Rooms <i>Sleeps 1-6 guests; 5 rooms total</i>	\$129				
26	Isaiah West Camp Cabin - Medium <i>Sleeps 1-2 guests</i>	\$81		1		
27	Jeremiah West Camp Motel - Large <i>Sleeps 2-7 guests; 2 rooms total</i>	\$139		2		
	Linen & Towel Rental <i>COMPLIMENTARY IN TIMOTHY LODGE, ISAIAH CABIN, JEREMIAH MOTEL</i>	\$7 per person				
TOTAL NUMBER OF LODGE GUESTS:						

	ROOM TYPE: DORMS	DORM RATE PER PERSON PER NIGHT {A}	TOTAL NO. OF GUESTS PER LODGING AREA {B}	NO. OF NIGHTS {C}	LODGING RATE SUBTOTAL {A × B × C}
17	Esther Girls Dorm 62 BEDS	\$25 <i>per person per night</i>			
3.2	Luke Dorm 48 BEDS	\$25 <i>per person per night</i>			
3.1	Mark Dorm 52 BEDS	\$25 <i>per person per night</i>			
18.1	Galatians Dorm (can be co-ed) 15 GUEST MINIMUM; 36 BEDS	\$25 <i>per person per night</i>			
2.1	Matthew Dorm (can be co-ed) 15 GUEST MINIMUM; 60 BEDS	\$25 <i>per person per night</i>			
28	Ruth West Camp Girls Dorm 36 BEDS; DETACHED RESTROOMS	\$21 <i>per person per night</i>			
31	Joshua West Camp Boys Dorm 28 BEDS; DETACHED RESTROOMS	\$21 <i>per person per night</i>			
TOTAL NUMBER OF DORM GUESTS:					

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 Game 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 Romans Retreat Lodge meeting rooms unless you are being lodged in the Romans Retreat Lodge. Likewise, you should not select the West Camp Chapel or West Camp Dining Hall unless you are being lodged in the Ruth & Joshua dorms. 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 UP TO 24-HOUR PERIOD)	MAXIMUM CAPACITY	COST PER DAY	TOTAL NUMBER OF DAYS	TOTAL COST
Main Camp Dining Hall (no kitchen access)	300	\$200		
Main Camp Dining Hall with Kitchen	200	\$250		
Timothy Lodge Upper Room	30	\$75		
Game Room (4 hour max)	50	\$100		
Main Chapel	400	\$400		
Malachi Hall	40	\$75		
Romans Lodge Dining Room with Kitchen	35	\$100		
Romans Lodge Meeting Room	40	\$75		
West Camp Dining Hall with Kitchen	125	\$200		
West Camp Chapel	200	\$250		
Small Dining Hall	40	\$100		
Patios, gazebos, Game Room, porches	various	FREE		
MEETING ROOM SUBTOTAL:				
<i>Less Group Size Credit</i> (Subtract this from your subtotal.)	CREDIT: \$1 per person per night lodged UP TO 3 (THREE) NIGHTS MAXIMUM			
MEETING ROOM TOTAL:				{4}

EXAMPLE: Your 50-guest group wants to use the Main Chapel (\$400) for a weekend, and the Timothy Lodge Upper Room (\$150) for two days.

Your rate would be \$800 (\$400 + \$400) for the Chapel and \$150 (\$75 + \$75) for the Timothy Lodge Upper Room, for a total of \$950.

Your Group Size Credit would be \$100 (50 guests x 2 nights), resulting in a meeting room charge of \$850.

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	\$9									
Lunch	\$10									
Dinner	\$11									
Specialty Dinner	\$15									
Banquet	\$20									
ALL PRICES ARE MAXIMUM BEFORE DISCOUNT; NO TAXES OR TIPS.									Meal Totals	{5}

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 • Mini Golf • Playground Area • Tetherball • 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.

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

SUPERVISED ACTIVITIES. Groups receive *one FREE supervised activity hour for each night, for each fifty guests.* In parentheses is listed the approximate number of guests that can go through the activity in an hour. Your total number of FREE activity hours is
 Please specify which Supervised Activities you would like for your FREE activity hours:

- | | | |
|--|--|--|
| <input type="checkbox"/> Swimming Pool & Hot Tub (100) | <input type="checkbox"/> Human Foosball (44) | <input type="checkbox"/> .22 Riflery (48) |
| <input type="checkbox"/> Waterslide (150) | <input type="checkbox"/> Low Elements Confidence Course (60) | <input type="checkbox"/> Team Game (100) |
| <input type="checkbox"/> Climbing Wall (30)
(2 climbs per person) | <input type="checkbox"/> Power Bouncers (24)
(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 | <input type="checkbox"/> Wagon Ride |
| | | <input type="checkbox"/> Moon Bounce
(for young children) |

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 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).

\$20 (summer)

I would like the Supervised Activity Package for my group. $\$18 \text{ (non-summer)} \times \underline{\hspace{1cm}} \text{ days} \times \underline{\hspace{1cm}} \text{ people} = \text{Package Subtotal: } \$ \underline{\hspace{2cm}} \text{ [B]}$

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"/> Archery | <input type="checkbox"/> Marksmanship (.22 caliber) | <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"/> Moon Bounce | <input type="checkbox"/> Wagon Ride | <input type="checkbox"/> Campfire | <input type="checkbox"/> Shotguns (12-18 guests) |
| <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 | |

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

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

ACTIVITY TOTAL {A+B+C+D}: $\underline{\hspace{2cm}}$ {6}

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

- NEW - Arrow Tag** \$10/25min $\times \underline{\hspace{1cm}} \text{ persons} = \underline{\hspace{2cm}}$ *Minimum group of 6; maximum group of 16 players per round*
- Paintball** \$25/person $\times \underline{\hspace{1cm}} \text{ persons} = \underline{\hspace{2cm}}$ *Minimum group of 6; includes complete gear/200 rounds of ammo; approx. 3 hours*
- Laser Tag** \$10/25min $\times \underline{\hspace{1cm}} \text{ persons} = \underline{\hspace{2cm}}$ *Minimum group of 6; maximum 28 players per round*
- Rappelling** \$250/trip $\times \underline{\hspace{1cm}} \text{ trips} = \underline{\hspace{2cm}}$ *3-hour trip; off-site at Red Rock Canyon, 45 minutes away*
- Horseback Riding** \$20/person $\times \underline{\hspace{1cm}} \text{ persons} = \underline{\hspace{2cm}}$ *Minimum group of 6; subject to availability; 30 minutes*
- Go-Karts** \$10/6 laps $\times \underline{\hspace{1cm}} \text{ persons} = \underline{\hspace{2cm}}$ *Minimum group of 6*
- Goliath Challenge Course:** Your approximate bill will be $\underline{\hspace{2cm}}$ See climbgoliath.com for rates

Adventure Activity Subtotal (no discounts apply): $\underline{\hspace{2cm}}$ [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.

{7} EQUIPMENT/SUPPORT. Please select the equipment and Oakridge 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 & 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		\$25		
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		
<i>Less Group Size Credit (Subtract this from your subtotal.)</i>	CREDIT: \$1 per person per event lodged. 3 NIGHTS MAX			
Equipment Totals				{7}

{8} CONTRACT COMPLETION METHOD.

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

Mail (and pay) to:

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

**NOTE: THIS CONTRACT OFFER IS GOOD FOR SEVEN (7) DAYS
TO RECEIVE THESE RATES AND OPTIONS.**

{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 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 (5% MAX):

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

Your early registration discount percentage is: _____% {10C}

LARGE GROUP DISCOUNT (2% FOR EVERY 25 GUESTS, UP TO 350 GUESTS; 28% MAX):

Group Size: _____ / 25 x .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 = _____) x Event Total {10A} _____ = _____ Total Event Discount {10G}

5% RATE INCREASE GUARANTEE: (Please ask for determination of the guarantee in advance of your event.)

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

Event Total Bill {10A} _____ minus Event Discount {10G} _____ = _____ Discounted Event Subtotal {10H}

Discounted Event Subtotal {10H} _____ plus Goliath/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} x 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.

___ I made my deposit payment on the Oakridge website.

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

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 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 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 week payment is not received, up to your total discount; unless you have received prior approval due to a P.O. or late payment 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!

ADD-ON PAYMENTS: Please bring an additional final method of payment, either cash, 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. Oakridge must receive deposit and completed contract for your 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.
- {4} You will pay for ANY AND ALL DAMAGES to Oakridge property caused by your group.

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.** \$20 fee per meal, per grill, 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? ___

___ **OAKRIDGE OVERNIGHT STAFF COUNSELORS.** \$25 per staff 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:** Select the number of nights your group will be staying at Oakridge.
- 2. DATE:** Select 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 Romans Retreat Lodge and West Camp are set up to allow you the option of cooking your own meals; and rarely is the main Dining Hall set up for such.
- 4. MEETING ROOM:** Select your Meeting Room preference(s). Rooms are generally recommended by Oakridge based upon your final group size and availability.
- 5. MEALS:** Select your Oakridge meals.
- 6. ACTIVITIES:** Select 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. 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 activities.

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.

RETURNING GROUP: Groups can receive up to a 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 5% (1% for every month, up to 5 months) discount by registering and paying their deposit early.

LARGE GROUP: Groups can receive up to a 20% discount at a rate of 2% for every 25 guests, up to 250.

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.



OAKRIDGE

Christian Camp & Retreat Center

EVENT INVOICE

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

Group:

Group Leader:

Phone:

Event Date:

to

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 (except Adventure Activities)	
7. Equipment/Support Total	
10A. EVENT SUBTOTAL	
APPLICABLE DISCOUNTS	
10G. TOTAL EVENT DISCOUNT	<i>Less:</i>
10H. DISCOUNTED EVENT SUBTOTAL	
ADVENTURE ACTIVITIES (NO DISCOUNT)	
6E. GOLIATH / ADVENTURE ACTIVITIES	
DEPOSIT PAID	
10J. 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: _____