



# { DAY OUTING } CONTRACT

Mailing List

Email List

9.12

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. PLEASE EMAIL OAKRIDGE@OAKRIDGEMINISTRIES.NET to let our Staff know to confirm your event. Thank you and God bless!

GROUP: \_\_\_\_\_ GROUP LEADER: \_\_\_\_\_

POSITION/TITLE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS ( W/ H): \_\_\_\_\_ CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

WEBSITE: \_\_\_\_\_ FAX: \_\_\_\_\_

PHONE( W/ H/ C): \_\_\_\_\_ PHONE( W/ H/ C): \_\_\_\_\_

### BUILD YOUR DAY OUTING IN 7 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, along with your group's size. Day outings cannot be confirmed by Oakridge until **30 DAYS BEFORE YOUR EVENT**.
2. **MEETING ROOM:** Select your Meeting Room preference(s).
3. **MEALS:** Select your Oakridge meals.
4. **ACTIVITIES:** Choose which Activities you would like to include with your Oakridge Event Package.
5. **EQUIPMENT/STAFF SUPPORT:** Select which Oakridge Equipment 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 [oakridge@oakridgeministries.net](mailto:oakridge@oakridgeministries.net); or fax us at 405.247.4899. Please contact Oakridge if you have not heard back from us within 3 days.
7. **FINANCIALS & PAYMENT METHOD (FOR YOUR 50% DEPOSIT):** Oakridge accepts payment by cash, check or MC, Visa, or Discover (with a 4% credit or debit card service charge). Oakridge will generally contact you within 3 days of receiving your contract to confirm your payment method.

### {1} DATE: Please provide your 2 preferred date choices below.

Oakridge will contact you upon receiving your contract to confirm your event dates. If you do not hear from Oakridge within 3 days, please contact our office at 405.247.5433.

**PREFERRED DATE:** \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.

**ALTERNATE DATE:** \_\_\_\_\_, \_\_\_\_\_ to \_\_\_\_\_, \_\_\_\_\_.

**CHECK-IN TIME:** \_\_\_\_\_  
When you'll arrive at Oakridge Camp.

**CHECK-OUT TIME:** \_\_\_\_\_  
When you'll leave Oakridge Camp.

**GROUP SIZE:** \_\_\_\_\_  
*Minimum group size is 10.*

### {2} MEETING ROOMS: Please select your Meeting Room preference(s). Meeting Room choice cannot be finalized until 21 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.

DAY OUTING MEETING ROOM (UP TO 4 HOURS MAXIMUM)	CAPACITY	COST ROOM-ONLY/ ROOM-WITH- OAKRIDGE-MEAL	NO. OF FREE BASIC ACTIVITY PASSES	ADDITIONAL HOURS AFTER FOUR	TOTAL COST
Main Camp Dining Hall	275	\$150 / \$125	20	\$50	
Main Camp Dining Hall with Kitchen (cooking your own meal)	275	\$200 / N/A	25	\$50	
Main Camp Upper Room	35	\$50 / \$40	10	\$10	
Main Camp Breakout Room	15	\$25 / N/A	5	\$10	
Chapel	400	\$200 / \$175	25	\$25	
Gordon Hall	40	\$50 / N/A	10	\$10	
Upper East Dining Hall & Kitchen (cooking your own meal)	40	\$75 / N/A	15	\$15	
Upper East Meeting Room	40	\$50 / N/A	10	\$10	
West Camp Dining Hall	150	\$150 / N/A	25	\$50	
West Camp Chapel	250	\$150 / N/A	25	\$50	
<b>Meeting Room Totals</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>	<b>{2} \$</b>



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**{3} MEALS:** Please select your Oakridge meals. *If you're preparing/providing your own meals, leave this space blank.*

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	\$7.50									
Lunch	\$8.50									
Dinner	\$10									
Banquet	\$16									
Total	N/A									{3} \$

## {4} ACTIVITIES

### BASIC ACTIVITIES & FACILITY ACCESS (EVEN IF GUEST REMAINS IN THE MEETING ROOM ALL DAY)

Depending upon your group's selected Meeting Room (see page 1), your group will receive some **FREE** Basic Activity Passes. Number of free Basic Activity Passes = \_\_\_\_.

#### BASIC ACTIVITY PASSES INCLUDE ACCESS TO:

PING PONG • AIR HOCKEY • BASKETBALL SHOOT • CARPET BOWLING • TETHERBALL • TABLE GAMES • LOUNGE AREAS • GIANT CHESS • BAGGO TOSS  
BOX HOCKEY • HORSESHOES • MINI-GOLF • HIKING • FRISBEE GOLF • TRAMPOLINE • BASKETBALL • VOLLEYBALL • PLAYGROUND • GAGA BALL  
GIANT MAZE • GAME EQUIPMENT (CHECK OUT) POOL TABLES (2) AND FOOSBALL (1) ARE \$.50 PER GAME, OR OPEN ALL 3 FOR \$50

\$5 × \_\_\_\_ people = **ADDITIONAL BASIC ACTIVITY PASS COST: \$** \_\_\_\_\_ {A}

### SUPERVISED ACTIVITIES

Package: The Supervised Activities Package requires a **8-GUEST MINIMUM** and is overseen by Oakridge Staff for a maximum of **4 HOURS/DAY**. The cost for **ALL supervised activities listed below: \$18 per person per day**.

These activities are usually available daily from **1:30-5:30 PM**, unless otherwise pre-scheduled; water activities' availability subject to weather.

\_\_ I would like ALL supervised activities per person. \$18 × \_\_\_\_ people = **ALL SUPERVISED ACTIVITY SUBTOTAL: \$** \_\_\_\_\_ {B}

\_\_ I would like a Supervised Activity PARTY. A *Private Party* is 1 hour of use for groups of **ANY SIZE** for EACH Supervised Activity. **COST: \$100 per Activity per hour** for as many guests as can be served in that time frame.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Go-Karts (8 laps) | <input type="checkbox"/> Swimming Pool & Hot Tub   | <input type="checkbox"/> Human Foosball    |
| <input type="checkbox"/> Waterslide        | <input type="checkbox"/> Low Elements Ropes Course | <input type="checkbox"/> Archery & Riflery |
| <input type="checkbox"/> Climbing Wall     | <input type="checkbox"/> Power Bouncers            | <input type="checkbox"/> Giant Maze        |

\$100 × \_\_\_\_ Activities x \_\_\_\_ Hours = **ACTIVITY PARTY SUBTOTAL: \$** \_\_\_\_\_ {C}

### ADVENTURE ACTIVITIES: Check all that apply.

- PAINTBALL.** \$25 × \_\_\_\_ persons = \$ \_\_\_\_\_ (minimum group of 6; includes complete gear/200 rounds of ammo, approx 3 hrs)
- LASER TAG.** \$7 for half hour × \_\_\_\_ persons = \$ \_\_\_\_\_ (minimum group of 6, maximum of 20 players per round)
- MINIBIKES.** \$7 for 10-12 minutes × \_\_\_\_ persons = \$ \_\_\_\_\_ (minimum group of 8; at Oakridge Ranch across the highway)
- SHOTGUNS.** \$7 for 10 shots × \_\_\_\_ persons = \$ \_\_\_\_\_ (minimum group of 8; at Oakridge Ranch across the highway - Trap Shooting)
- RAPPELLING - OFFSITE.** \$15 × \_\_\_\_ persons = \$ \_\_\_\_\_ (minimum group of 12; off-site at Red Rock Canyon, 45 min away, approx 4 hrs)

### GROUP ADD-ONS: Check all that apply.

**ADVENTURE ACTIVITY SUBTOTAL: \$** \_\_\_\_\_ {D}

- MOON BOUNCE.** \$100 for 2 hours - Great for smaller children!
- WATER SPORTS.** \$350 for 3 hours; includes 1 ski boat with driver, 1 large tube, 5-seat banana, 4 canoes, 3 small sailboats, 1 windsurfer, skis, and knee board; extra boat rentals are \$150 for 3 hours; off-site at Ft. Cobb Lake (25 minutes away).
- PARASAILING (EXTRA HIGH RISK!).** \$400 for 3 hours, \$100 per additional hour; about 2-4 rides per hour.
- CAMPFIRE (2 HOURS)** - \$25; add S'mores for \$2 per person, or rent 20 skewers for \$10. Available as long as no burn ban is in effect.
- OPEN POOL TABLES (2) AND FOOSBALL TABLE (1)** - \$50; regularly \$.50 per game
- WAGON RIDES.** \$75 per hour; pulled by tractor (Up to 40 guests per trip, generally 30-minute trips).

**GROUP ACTIVITY SUBTOTAL: \$** \_\_\_\_\_ {E}

**ACTIVITY TOTAL {A+B+C+D+E}: \$** \_\_\_\_\_ {4}



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

EQUIPMENT	NOTES	COST	TOTAL COST
Sound System / Dining Hall	Small 8-channel, 1 mic	\$75	
Sound System / Chapel	16-channel board, 2-way system, 2 mics, snake, 2 monitors, with video projector, screen & monitor	\$200	
Sound System / Small Portable	Very small, CD, 1 mic	\$25	
Light System / Chapel Spotlight	1 large 9-color spot	\$50	
Light System / Chapel Stage	16 large par cans w/ board	\$50	
Light System / Chapel Effect	9 effect lights on stage and floor	\$50	
Light System / 2 Portable Trees (med)	8 medium par cans w/ board	\$75	
Light System / 1 Portable Tree (small)	4 small cans	\$50	
Portable Video Projector		\$25	
DVD Player / Laptop		\$25	
Instruments (guitar, elec. keyboard)	Many options	\$25	
Drums	Full set	\$50	
Wireless microphone	Up to 4	\$25	
Operator - Sound, Lights, Other	<b>\$10 per hour</b>	_____ x _____	
<b>Equipment Totals</b>	N/A	N/A	{5}

**{6} CONTRACT COMPLETION METHOD** Please check only ONE of the following:

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

**Mail to:** OAKRIDGE MINISTRIES RR 3 BOX 233 ANADARKO, OK 73005

**Fax:** 405.247.4899

**{7} FINANCIALS & PAYMENT METHOD:** 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 Day Outings, Oakridge requires a 50% Deposit. For further assistance, please call our office at 405.247.5433.

Today's Date: \_\_\_\_\_ Group/Event: \_\_\_\_\_ Group Leader: \_\_\_\_\_

{2} Meeting Room Total: \$ \_\_\_\_\_ {3} Meal Total: \$ \_\_\_\_\_  
 {4} Activities Total: \$ \_\_\_\_\_ {5} Equipment Total: \$ \_\_\_\_\_

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

**50% Deposit: Event Total {C} × .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(will add 4% service charge) : \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_.

The expiration date is \_\_\_\_ / \_\_\_\_ .  MasterCard  Visa  Discover

I would like to use a credit card. Please call to get my information from over the phone (will add 4% service charge).

I would like to pay cash / money order.

**YOUR BALANCE IS DUE UPON ARRIVAL.**

**DATE DEPOSIT RECEIVED:** \_\_\_\_\_ **NOTES/AUTHORIZATION:** \_\_\_\_\_

## ATTENTION GROUP LEADER

By signing below, you are stating that: {1} You will fulfill the terms of this contract; {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 should be communicated to Oakridge **NO LATER THAN 4 DAYS IN ADVANCE OF YOUR EVENT.**

GROUP AUTHORIZING SIGNATURE \_\_\_\_\_  
If you're using our interactive PDF, Oakridge Ministries will accept your typed name as a valid signature.

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

OAKRIDGE AUTHORIZING SIGNATURE \_\_\_\_\_

TITLE \_\_\_\_\_

DATE \_\_\_\_\_

**This contract offer is good for 7 days. Must receive deposit and completed contract to be confirmed. Day outings are not confirmed by Oakridge until 30 days prior to desired event date.**