



Timberline Ranch Rental Contract



Thank you for choosing Timberline Ranch. Please read this contract carefully on behalf of your group prior to signing it. An authorized signing officer of your organization who is at least nineteen years of age must sign each designated section of this document. You will receive a confirmation package once it has been signed and returned.

Group Name: _____ Contact Person: _____
 Address: _____ City: _____
 Postal Code: _____ Email Address: _____
 Phone Number: _____ Alternate Number: _____
 Date of Arrival: _____ Date of Departure: _____
 Requested Time of Arrival: _____ Requested Time of Departure: _____
 Mode of Transportation: Parent Drivers/Vehicles _____ School/Charter Bus _____
 Estimated Number of Guests: _____ [Ages 18+: _____ Ages 13-17: _____ Ages 8-12: _____ Ages 2-7: _____ Under 2: _____]
 Estimated cost: \$ _____ X _____ (guests) = \$ _____

Payment Schedule

1. Initial Deposit (\$500) is due immediately (or \$1000 if less than 60 days from arrival).
2. Second Deposit (\$500) is due 60 days prior to arrival: _____.
3. Final Payment (Balance) is due upon arrival.

All payments must be made by cheque or money order made out to Timberline Ranch. Cash, e-transfers, and credit cards will not be accepted.

Meals

Meal times are as follows: **8:00 Breakfast** **12:00 Lunch** **5:00 Supper**

- Food is hot and ready to go at these times. **Please be in the Dining Hall five minutes *before* these times.**

Meals and evening snacks included in your rate are:

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Breakfast							
Lunch							
Dinner							
Snack							

Audio/Visual Requests

- Microphone
- TV/DVD in the Lodge basement. (There are projectors and screens in the Town Hall – must bring own cables).
- Music Stand

Office Notes: _____

Terms of Agreement

*Please check each line, acknowledging that you have read and understood each statement, and sign at the bottom. *

1. A non-refundable, non-transferable deposit of \$500 and this signed contract are required to confirm a booking. An additional non-refundable and non-transferable deposit of \$500 must be paid 60 days prior to arrival (or at the time of booking if within 60 days of event).
2. All deposits will be forfeited upon cancellation. A group that cancels also forfeits the opportunity to book for the same dates the following year. Please be advised that same dates may not be available due to calendar variations.
3. All fees are due in full before leaving the Ranch and must be paid by cheque or money order.
4. Timberline reserves the right to book more than one group at a time, depending upon group sizes and needs. This may require some flexibility in a group's schedule to maximize the use of the facilities.
5. Total number of guests and of people participating in activities supervised by Timberline staff must be confirmed in writing at least three weeks prior to arrival. Groups will be charged for this number should less come.
6. Groups must have proper adult supervision for all activities not led by TR staff (such as pool, archery, hiking, campfires, etc.) and during any "free time." Overall supervision by group must be *at least* 1 adult per 12 minors.
7. Grounds, facilities, and equipment must be maintained and left clean and tidy. The person signing the rental contract is responsible for the care of the Ranch property and equipment.
8. Beds and mattresses *must not be moved*. The number of persons in a room is not to exceed the number of beds in that room. To avoid all manner of pests, food must not be stored or consumed in cabins.
9. Campers and guests are required to provide their own bedding and towels (unless otherwise arranged).
10. Groups are required to bring their own *first aid kit* and their own *first aid personnel* and provide all of their own *medical supplies*. The group leader is responsible to see that anyone requiring medical attention is attended to properly (i.e. given first aid and/or taken to the hospital or clinic). Timberline Ranch staff must be notified in the event of an accident or any other emergency.
11. An 11:00 p.m. to 7:00 a.m. noise curfew must be adhered to by all and strictly enforced by the leaders.
12. Timberline phones are only available in case of emergency. Cell phones work most places on the property.
13. All vehicles must be angle-parked in the parking lot, in proper rows as to maximize the space.
14. Guests are not permitted to bring any pets.
15. Each attendee (or guardian) must sign a Timberline Ranch *Agreement & Acknowledgement of Risks* form. These must be presented to the office upon arrival. No guests may remain on the property without a signed form.
16. "Guests of paying guests" are not normally allowed and must be cleared through the office *before* arrival.
17. Alcohol and marijuana are not permitted on the premises, and smoking is limited to the parking lot only.
18. Before lighting any fires, guests are required to first check with Timberline Ranch Staff. Candles may not be used except – with permission from the office – one or two candles for ceremonial purposes.
19. Food and beverages may not be taken out of the Dining Hall, nor are they allowed in the Town Hall.
20. Overnight groups may book up to one year in advance. Day groups (week-days only) may book up to four months in advance for the peak season and one year in advance for the shoulder and low seasons. Weekend groups will normally be required to book the entire weekend. Rentals are not available in July or August.

*** I have read and agree to the above statements: _____

Signature

Date

Activities

Activity sessions are generally 55 minutes, plus a 5-minute change-over time. They are usually scheduled for: 9:00, 10:00, 11:00, 1:00, 2:00, and 3:00. When needed, daylight permitting, a 4:00 session may be added.

Please indicate the activities/personnel you would like to use during your stay:

- | | |
|--|--|
| <input type="checkbox"/> Horseback Riding (\$30 per person)* | <input type="checkbox"/> Game Zone ("Hyper Ball," "Nine Square," etc.) |
| <input type="checkbox"/> Skywalk Adventure Course (\$30/person)* | <input type="checkbox"/> Team Building Course |
| <input type="checkbox"/> Challenge Course (\$75 per session)* | <input type="checkbox"/> Frisbee Golf |
| <input type="checkbox"/> Climbing Wall (\$75 per session)* | <input type="checkbox"/> Archery Range |
| <input type="checkbox"/> Wagon Rides (\$65 per ride)* | <input type="checkbox"/> Orienteering Course |
| <input type="checkbox"/> Additional Instructors (e.g. Archery)* | <input type="checkbox"/> Basketball / Hockey Court |
| <input type="checkbox"/> Pool* | <input type="checkbox"/> Sand Volleyball Court |

Please Note:

- Groups for Horseback Riding must be 10-12 persons, including participating supervisors. Participants must weigh less than 250 lbs. We are limited in horses able to carry between 200 and 250 lbs.
- Groups for Skywalk Adventure Course (high ropes) must be 10-20 persons. Available May-October only.
- Groups for Challenge Course (low ropes) and Climbing Wall must not exceed 12 persons.
- Wagon Rides are approx. 20 minutes for 30-35 persons, depending on the ages and sizes of participants.
- Additional instructors (for any activity you want help with) are \$50 per hour each.
- Pool is available April 15-October 15. An NLS lifeguard is required and is not provided by Timberline.

Obligations

- I have read, I understand, and I agree to the "Terms of Agreement" (page 2).
- I agree to pay for the number of guests and services reserved in this contract, plus any extra charges I authorize during the group's stay.
- I agree to pay for any repairs due to breakage or damage to the facilities and property resulting from the group's use of Timberline Ranch.
- I confirm that the group has its own liability insurance coverage for a minimum of \$2,000,000 per occurrence. I will submit a certificate showing such to Timberline Ranch **now or at least 60 days prior to arrival**.
- I agree that my group is responsible for the supervision, safety, and well-being of those individuals within my group using the facility during the rental period. I will provide a first aid attendant and first aid supplies.
- I will inform Timberline Ranch of the group's program schedule, including activity rotations, plus any dietary restrictions, **no less than 21 days prior to arrival**.
- I will submit final payment and *Agreement & Acknowledgement of Risks* forms **for each person on site** upon arrival.

*** By signing below, I acknowledge that I have read, I understand, and I agree to all items within this contract. ***

X _____
(Authorized Signing Officer's Signature)

(Print Name)

(Date)

(Name of Group for Whom Contract is Signed)

***** Please return this signed form with your deposit and keep a copy for your records *****

Timberline Ranch
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