



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: _____ Postal Code: _____

Phone: _____ Cell Phone: _____

Email Address: _____ Fax: _____

Date of Arrival: _____ Date of Departure: _____

Time of Arrival: _____ Time of Departure: _____

Number of Guests: _____ * [Ages 18+: _____ Ages 8-17: _____ Ages 7 & Under: _____]

☛ Your rate: \$ _____ X _____ (guests) = \$ _____

* Please note, this is the minimum number you will be charged for. Peak season minimum is **40**, otherwise **25**.

Payment Schedule

1. Initial Deposit (\$500) is due immediately.
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 and credit will not be accepted.

Meals

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

Meals and evening snacks included in your rate are:

	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
Breakfast	_____	_____	_____	_____	_____	_____	_____
Lunch	_____	_____	_____	_____	_____	_____	_____
Dinner	_____	_____	_____	_____	_____	_____	_____
Snack	_____	_____	_____	_____	_____	_____	_____

Office Notes: _____

Terms of Agreement

*** Please check each line acknowledging that you have read and understood each statement. ***

1. A non-refundable, non-transferable deposit of \$500 and this signed contract are required to confirm a booking.
2. An additional deposit of \$500 must be paid 60 days prior to arrival (or at the time of booking if booking within 60 days of event). This is also non-refundable and non-transferable.
3. All deposits will be forfeited upon cancellation. A group that cancels will also forfeit the opportunity to book for the same dates the following year.
4. All fees are due in full before leaving the Ranch, and must be paid by cheque or money order.
5. 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.
6. The minimum number of paying persons required to book is 40, April 15 – October 15. This is reduced to 25 for the rest of the year. If the minimum requirement is not reached, the group is required to pay for the minimum number for that time of year.
7. Total number of guests and of people participating in activities supervised by Timberline staff (e.g. horseback riding or wall-climbing) must be confirmed at least three weeks prior to arrival. Groups will be charged for this number should less come.
8. Groups are responsible to have proper adult supervision for all activities (such as pool, archery, hiking, campfires, etc.) and during any form of free time.
9. 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.
10. The number of persons in a room is not to exceed the number of beds in that room. Beds and mattresses are not to be moved.
11. Campers and guests are required to provide their own bedding and towels.
12. Groups are required to bring their own first aid kit and 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 or taken to the hospital or clinic). Timberline Ranch staff must be notified in the event of an accident or any other emergency.
13. An 11:00 p.m. to 7:00 a.m. noise curfew must be adhered to by all and strictly enforced by the leaders.
14. Groups may use the pay phone just outside the General Store. Groups are permitted to use the office phone only if the pay phone is out of order and the call is an emergency.
15. All vehicles must be parked in the parking lot.
16. Guests are not permitted to bring any pets.
17. Alcoholic beverages 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. There is to be no lighting of candles except for (with permission) one or two candles for ceremonial purposes.
19. Each attendee must sign a Timberline Ranch *Agreement & Acknowledgement of Risks* form. These are to be presented to the office upon arrival. No guests may remain on the property without a signed form.
20. Overnight groups may book up to one year in advance. Day groups, and groups wishing to book a partial weekend, may book up to four months in advance for the peak season and one year in advance for the rest of the year.

Activities

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

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

- | | |
|--|--|
| <input type="checkbox"/> Horseback Riding (\$17.00 per person)* | <input type="checkbox"/> "Frisbee Golf" |
| <input type="checkbox"/> Challenge Course (\$5.00 per person)* | <input type="checkbox"/> Archery Range |
| <input type="checkbox"/> Climbing Wall (\$5.00 per person)* | <input type="checkbox"/> Orienteering Course |
| <input type="checkbox"/> Hay Rides (\$60.00 per half hour)* | <input type="checkbox"/> Basketball / Hockey Court |
| <input type="checkbox"/> Pool (April 15-Oct. 15 – lifeguard not incl.) | <input type="checkbox"/> Volleyball Court |
| <input type="checkbox"/> Team Building | |

* Please note that groups for paid activities (except hay rides) will be 10-12 persons, *including* participating supervisors. Hay rides must not exceed 30-35, depending on ages and sizes of participants.

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 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. The group 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, 21 days prior to arrival.
- I will submit final payment and all *Agreement & Acknowledgement of Risks* forms upon arrival.

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 photocopy for your records *****

Timberline Ranch
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