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## **How to go about booking your retreat at U-Turn Ranch.**

1. Contact the office by email to tentatively book the date you would like.
2. Fill out the Retreat info sheet and return to our office.
3. A deposit of \$500 is required to hold your booking. The deposit is non-refundable, but will be credited to your final invoice, as long as no damage occurred during your time at U-Turn. If you require an invoice, please let us know and we will email one to you.
4. Contact the Insurance Company for your organization and request a “Certificate of Insurance” naming U-Turn Ranch, Woodstock, ON, as additional insured. Please send a copy via email.
5. Please inform all your participants of U-Turn Ranch’s Rental Policies and collect a completed release form from each participant.
6. Two weeks prior, inform us if your numbers have changed and of any food allergies that could affect your participants time at U-Turn.
7. Final payment must be taken care of before or at arrival. Etransfers can be sent to [office@uturnranch.com](mailto:office@uturnranch.com) or if paying by check please send 2 weeks prior to arrival.
8. Ensure all release forms are handed in at arrival.

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

# Planning your retreat

## PACKAGES AND PRICING – HST will be added to the price

All prices are based on a 20-person minimum.

The entire group must select the same package.

We can accommodate up to 64 people overnight.

### **Package #1 (\$130/person with Activities) (\$105/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 10:00 am)
- 2 light night snacks (Self-Serve)
- 3 Ranch run activities – each run for 1 hour (see activities for choice)

### **Package #2 (\$115/person with Activities) (\$80/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 light night snack (Self-Serve)
- 3 Ranch run activities – each run for 1 hour (see activities for choice)

### **Package #3 (\$80/person with Activities) (\$55/person without Activities)**

- Day Only – On Weekend
- 1 meal (Served at lunch)
- 3 Ranch run activities – each run for 1 hour (see activities for choice)

### **School Groups – Please request School Group Package**

## RANCH RUN ACTIVITIES – If included in your package

Programming by U-Turn Ranch staff will be scheduled Saturday morning between Breakfast and Lunch. Each activity runs for 1 hour in length, so program is delivered between 9-12. Depending on the size of your group, we may need to run in a rotation of groups. Activities will be led by U-Turn staff. If participants are under 18, there will need to be adult supervision of participants at all times along with our staff. Please be aware that the rest of your time at U-Turn is your responsible to plan. Activity options are as follows:

**Horse Rides** - This activity will start with a brief instruction. Each participant will have the opportunity to get up on a horse for a ride in our indoor riding arena. This is led by our experienced horse staff at U-Turn Ranch. While participants are not riding, they will be able to groom and interact with some of our other horses, supervised by chaperones if comfortable. This program is based on age and experience of riders.

**Archery** - During archery participants will learn about safety in the archery range, how to string a bow, how to aim and shoot an arrow. They will have lots of time to test out their skills and shooting ability. Archery takes place in an area all on its own and there will be strict rules that go with the activity.

**Orienteering** - During orienteering participants will learn the basics of how to use a compass, parts of a compass and how to follow a bearing. Then the students will navigate and travel around U-Turn Ranch to find clues to solve a problem. This is suggested for age 8 and up.

**Scavenger Hunt** – Scavenger hunt is for students ages 10 and under. Participants will be able to discover nature and the grounds of U-Turn Ranch.

**Team Building** – Team building is a set of exercises that require the entire group's participation to solve. Team building gives participants the opportunity to develop their problem-solving skills, listening and cooperation skills, communication, and creative thinking. Groups will plan, discuss, set a goal and then participate as a group to accomplish the task at hand.

**Frisbee Golf** – This is a game much like mini golf; however, it is played with a Frisbee and pylons. Small groups will travel around to see who can win!

**Pool** – The pool can only be used from the beginning of June through August. Please be aware that there is an extra charge for this activity.

### MEALS

Below is an example of what the menu would look like for a 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 – Baked Oatmeal, syrup, whip cream, caramel sauce and fruit

Lunch – Grill cheese, soup and veggies

Supper – Lasagna, Caesar salad and garlic strips

Night Snack – Popcorn and Apples

#### **Sunday**

Brunch – Eggs, ham, yogurt parfaits, bagels, cereal, milk and fruit

- Coffee will be available with breakfast/Water will be available for the weekend.
- Should your group require extra snacks and food throughout the day please feel free to bring what you would like. You are welcome to store in the dining hall, but fridge space will be limited.

### 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. A copy of this will need to be sent to our office.

# RETREAT INFO SHEET

Please fill out this sheet and return to [office@uturnranch.com](mailto:office@uturnranch.com) along with your deposit to finalize your booking.

Name of Group or Organization: \_\_\_\_\_

Dates Requested: \_\_\_\_\_ Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Will retreat facilitators be arriving earlier? If so, what time? \_\_\_\_\_

Type of Group: (e.g. ages of participants) \_\_\_\_\_

Contact person: \_\_\_\_\_ Email: \_\_\_\_\_

(This should be the person who makes decisions regarding the group and will be here during your stay)

Telephone #: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Group Address: \_\_\_\_\_

**Retreat Package - Please select one.**

|                              |                                 |
|------------------------------|---------------------------------|
| Package #1 – With Activities | Package #1 – Without Activities |
| Package #2– With Activities  | Package #2 – Without Activities |
| Package #3– With Activities  | Package #3 – Without Activities |

**Programming – Please select your choice of 3 activities if included in your package**

|                                      |               |
|--------------------------------------|---------------|
| Horse Rides                          | Team Building |
| Archery                              | Frisbee Golf  |
| Orienteering (Ages 8 and up)         | Pool          |
| Scavenger Hunt (Suggested ages 5-10) |               |

**Food Allergies – 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**

I have read all the information in this package, including “Planning your retreat and U-Turn Ranch Rental Policies” and agree to abide by them. I will inform all members of the group of these policies and we will conduct our activities in a safe and careful manner. I, and our group, understand that there are inherent and unforeseen risks involved while participating in activities at U-Turn Ranch. We also understand that U-Turn Ranch has done what it can to minimize the risks associated with visiting the camp and we assume the risks involved. I assume full responsibility for the conduct of our group and for their safety. I agree, on behalf of the group, that we will not hold U-Turn Ranch, staff, or volunteers liable in any way for any accidents which may happen while we are using the camp. I freely and willingly sign this agreement and waiver on behalf of my group.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# U-TURN RENTAL POLICIES

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

**Reservations** – No reservation is confirmed until deposit and retreat info sheet are returned to U-Turn Ranch.

**Cancellations** – Deposits are non-refundable and non-transferable.

**Deposit & Payment** – We ask for a non-refundable deposit of \$300 to confirm the date. This deposit will be credited to your final invoice, if there are no damages during your stay at U-Turn. Once the retreat info sheet and deposit are received in our office, your booking will be confirmed. Two weeks prior to your arrival, we ask that you contact our office if your numbers are different than stated on your retreat info sheet. We give allowance for a 25% adjustment. An invoice will be sent two weeks prior to your arrival. Payment is due upon before or at arrival. Please send payment via etransfer or bring cash. If paying by check, pre-approval is required by our office.

**Release Forms** - Please ensure that Release Forms are filled out for all participants prior to arrival, including chaperons. Everyone under 18 must have a parent or legal guardian sign. We ask that these forms are handed in when you arrive. Please find the form below.

**Kitchen** – Please note that our kitchen is closed to rental groups. Only U-Turn Staff are allowed in the kitchen.

**Food allergies** – We require notification of all allergies 2 weeks in advance. Should there need to be adjustments to our menu for any participant, we ask that substitutions be brought, if we are not able to easily adjust our menu.

**Arrival Times** – For Friday arrivals, we ask that groups arrive after 6 pm. Retreat facilitators are welcome to arrive anytime after 5 pm. Should you require an earlier time, please contact our office. We require 10 minutes upon the entire groups arrival, to chat through basic instructions, facility boundaries and emergency procedures.

**Departure Times** – If your retreat is closing on Saturday, we ask that all participants are gone by 8 pm. If your retreat closes on Sunday, we ask that all participants are gone by 2 pm. Should you require a time beyond, please contact our office.

**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 no furniture be moved without permission from U-Turn Ranch staff.

**Bedding** – Bedding and towels are not provided by 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 provide adequate supervision at all times while at U-Turn Ranch. This includes meal times and ranch run activities. Our staff will facilitate, but it is the groups responsibility to oversee participants.

**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 and do not hang on or climb on trees.

**Garbage and Recycling** – Garbage cans and blue boxes are available throughout the camp grounds. Please use them and do not litter.

**Vehicles** – All vehicles should be parked in the U-Turn Ranch parking lot. This is the driveway directly across from the John Deere Dealership's driveway, not the house driveway. Please drive slow coming in and out. We ask that no vehicle be driven on any grassy areas.

**Noise** – Please be considerate of others. There should be no loud music or yelling between 10 pm and 8 am.

**Pond/River/Lake** – We ask that all water areas are not used, unless prior arrangements are made.

**Pool** – The pool is generally open from beginning of June till end of August, and can be used for an additional cost. We will do our best to provide a lifeguard, however, should U-turn not be able to provide a lifeguard for your required time, we welcome you to provide a NLS certified lifeguard who is at minimum 18 years old and

has experience. Qualifications would be required by our office 2 weeks in advance and lifeguard would be required to be on site at least 45 minutes prior to your swimming time to ensure they are comfortable with our facility and rules.

**First Aid** – Rental groups are responsible for their own first aid. Should there be an emergency, we have a first responder on property at most times.

**Fires** – are permitted only in existing fire areas. Please do not burn candles inside any facilities.

**Fireworks** - are not permitted at U-Turn.

**Pets** – We ask that no pets are brought to U-Turn Ranch.

**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 will be donated to the local second-hand store.

**Out of Bounds** – We ask that no one from the group goes into any buildings except for the dining hall and washrooms. The kitchen, walk in cooler, pool, fenced pasture area, private residences, program room and barns are off limits at all times unless lead by U-Turn Ranch staff.

**Feeding/Petting animals** – We ask that animals are not fed or touched unless a U-Turn Ranch staff member is present. Do not let anyone go into the fenced area or barn without a U-Turn Ranch staff member.

**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 and clean up meals.

**Shared Use** – When small groups are booked, U-Turn reserves the right to book another group at the same time that your group is here. We will do everything possible to prevent groups from interfering with each other.

**Accidents** – We ask that any accidents or damage is reported to the directors of U-turn Ranch.

Please make sure your guests know to pack the following – Warm bedding for a single bed, towels, toiletries, bug spray, sunscreen, hat, flashlight (there is no hydro in wagons), lawn chair or blanket for campfire, and clothing for the weather. Please bring a water bottle that may be refilled while at U-Turn. If horse riding is selected as an activity, please ensure your guests bring boots with a heel (rubber boots are fine). If guests don't have boots with a heel, a solid pair of running shoes will do.

# RELEASE FORM

This must be filled out by all participants before participating in activities at U-Turn Ranch. If participant is under 18 years old, a parent or guardian must complete the form. Please fill in activities offered by U-Turn during your stay and copy as many as necessary to ensure complete forms are handed in when arriving to U-Turn Ranch.

Activities that students will be participating in on \_\_\_\_\_ include the following  
(Date)

\_\_\_\_\_  
(List of Activities)

Name of Participant: \_\_\_\_\_ Participants' Date of Birth: \_\_\_\_\_

Name of Parent/Guardian giving permission to participate at U-Turn Ranch: \_\_\_\_\_

Address of Parent/Guardian: \_\_\_\_\_

Phone of Parent/Guardian: \_\_\_\_\_

Allergic to bee stings? Yes No

Medical/Allergies that U-Turn should be aware of: \_\_\_\_\_

## CONDITIONS OF PARTICIPATION

I understand that there are inherent and unforeseen risks involved while participating in activities at U-Turn Ranch. I also understand that U-Turn Ranch has done what it can to minimize the risks associated with visiting the camp and I assume the risks involved. I assume full responsibility for the conduct of the above named participant and for their safety. I agree to not hold U-Turn Ranch, staff, or volunteers liable in any way for any accidents which may happen while we are using the camp.

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 participant, is responsible to provide adequate insurance coverage for their duration of stay.

I hereby certify that I have read and accept all the above conditions. I am freely and willingly signing this agreement and waiver on behalf of the above participant.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Participant, or Parent/Guardian if under the age of 18

