

KINGDOM RANCH

Retreat Reservations



Please read this information packet thoroughly and return all completed forms and payment to:

**KINGDOM RANCH
P.O. BOX 474
SNOOK, TX 77878**

**For any additional questions, please call us or e-mail us at:
(844) 273 - 2228 OFFICE information@kingdomranch.org**

-or-

**For more info please visit our web site:
WWW.KINGDOMRANCH.ORG**

KINGDOM RANCH - RETREAT RESERVATION FORM

Name of Organization: _____

Mailing Address: _____

City: _____ State: _____ ZIP: _____

Phone:() _____ - _____ Email: _____

Web Address: _____

Name of Contact Person: _____ Title: _____

Work Phone:() _____ - _____ ext. _____ Cell Phone:() _____ - _____

Personal contact email: _____ Has your group been here before? Y N

Dates Requested for Retreat: _____ / _____ / _____ Through: _____ / _____ / _____

Time of first Arrival: _____ Time of Final Departure: _____

Number of attendees: Over 18: _____ Under 5: _____

TOTAL Estimated Attendance: _____

**If there is any planned variance, please update your reservation ASAP!*

Activities Requested: _____

Other Special Arrangements: _____

ESTIMATED COST OF YOUR RETREAT GROUP: \$ _____

(Amount given to you by Kingdom Ranch)

NON-REFUNDABLE DEPOSIT: _____ **\$250**

TOTAL ESTIMATED BALANCE OF YOUR RETREAT AFTER DEPOSIT: \$ _____

Amount of Payment Enclosed: \$ _____

Note: \$250 Non-refundable deposit must be enclosed to guarantee your dates. 25% of your total estimated retreat balance after deposit is due 21 days prior to your scheduled arrival date, unless special arrangements have been made with the Kingdom Ranch office. PAYMENT IN FULL is due upon arrival of your scheduled date.

GROUP LEADERS SIGNATURE _____

TODAY'S DATE _____

KINGDOM RANCH RETREAT GROUP POLICIES

PLEASE REVIEW THESE POLICIES WITH ALL OF YOUR GROUP MEMBERS

1. It is expected that all participants be supervised at all times by the adults/sponsors of the rental group. Group Leaders should see that all policies have been read and will be followed by ALL members of the group, and correct any members who are not following the rules of the Kingdom Ranch Facility.
2. NO alcoholic beverages, firearms, fireworks, or personal pets are allowed at any time!
3. Smoking is not allowed on the grounds of Kingdom Ranch without prior notification and permission from a Kingdom Ranch Director. Smoking in ANY building is **PROHIBITED** and will result in a **\$75.00 fine per incident**.
4. Participants are not allowed to use the camp phones or electronic equipment unless in an extreme emergency or prior permission is given from the Kingdom Ranch Director.
5. All vehicles are to be parked in designated parking areas only. **No parking or driving off paved roads or gravel surfaces.**
6. All litter and trash must be placed in proper receptacles. This is very important in keeping our grounds clean and for the sake of the animals at Kingdom Ranch.
7. Kingdom Ranch recommends that all persons walking after dark use a flashlight (which is NOT provided by Kingdom Ranch.)
8. Campfires are permitted in the designated area with arrangements made through a Kingdom Ranch Director. A member of the Kingdom Ranch staff must help build the fire and may remain present during an open campfire. (**Burleson County Burn Ban Permitting**)
9. Please help to conserve energy by turning off all lights and fans when not in use.
10. Food and drinks are NOT allowed in the cabins or sleeping quarters at any time. They attract unwanted insects, rodents, and other pests.
11. Kingdom Ranch staff may enter a facility at any time to inspect the premises, observe group activities, and to provide maintenance of the premises as well as any other reasonable purpose.
12. NO EQUIPMENT (including beds, tables, eating utensils, cups, chairs, etc.) may be removed from any building at any time unless prior permission is given from a Kingdom Ranch Director.
13. In the event of fire or storm damage, machinery that ceases to function, power outage, or ANY lost or broken equipment, please report it IMMEDIATELY to a Kingdom Ranch Director.
(844) 273-2228 or (979) 820-1393
14. Please DO NOT feed or approach ANY of the animals at Kingdom Ranch unless supervised by or prior permission has been given from the Kingdom Ranch Director.
15. Activities that require Kingdom Ranch Staff (i.e. horseback riding, ropes course, climbing wall, paddle boats, splash pad and pool, rifles and archery, campfire, petting of farm animals, etc.), must **NEVER** be attempted by anyone without Kingdom Ranch Staff on site. Unauthorized activities including walking off trails, into pastures or woodlands, or swimming in the ponds are strictly prohibited due to dangers that are present in nature.
16. Each rental group must have a Certificate of Insurance on file with Kingdom Ranch 30 days before arrival. Kingdom Ranch requires that the rental group's insurance policy allow for your retreat activities while here at camp and carry a minimum limit of \$500,000.
17. Cost of a retreat is \$20.00 per person per day (a *day is defined by any period of 24 hours or less*) with a minimum group billing size of 35 people. If your group does not meet the 35-person minimum, we would still be happy to host your retreat although Kingdom Ranch reserves the right to book multiple groups throughout the duration of your stay. (Some activities require an additional fee due to staffing.)
18. A **\$250.00 NON-REFUNDABLE DEPOSIT** will be due at the time of booking to guarantee your date. **25%** of your total estimated balance is due 21 days prior to your scheduled arrival date. **PAYMENT IN FULL** is due immediately upon your group's scheduled arrival date.
19. Changes or cancellation of scheduled retreats must be made at least 60 days prior to your arrival date for a refund **MINUS** your \$250.00 NON-REFUNDABLE DEPOSIT. Any cancellations **within** 30 days of your groups scheduled arrival date will result in NO REFUND **INCLUDING** any remaining balance due, with all PAYMENT DEADLINES still applicable.
20. Any equipment broken or missing by your group could result in reimbursement as Kingdom Ranch directors deem necessary.
21. We ask that you please treat Kingdom Ranch, its facilities, and surrounding neighbors with the respect and consideration of which you would your own personal property.

NAME OF GROUP / ORGANIZATION

DATE OF RETREAT

NAME OF GROUP LEADER (PLEASE PRINT)

TITLE IN GROUP

GROUP LEADERS SIGNATURE

TODAY'S DATE

KINGDOM RANCH

Release of Liability

Insurance Endorsement:

Kingdom Ranch requires that each group attending must send a
CERTIFICATE OF INSURANCE

Before we host their event. It should be no cost for you to add Kingdom Ranch's name to your policy and typically requires no more than a phone call. If you have any questions or problems, please contact us.

We require that the Rental Group's liability insurance policy carry a minimum limit of \$500,000. Please submit your Certificate of Insurance 30 days before your scheduled arrival date by email or mail.

Kingdom Ranch does **NOT** assume the responsibility for accidents or injuries that occur during retreats.

- I have read and agree to the above information.
- I understand and agree that a \$250.00 NON-REFUNDABLE DEPOSIT is due at the moment of booking to hold our requested date and time.
- I agree to pay the cost of renting the Kingdom Ranch facility and any extra costs that might apply to our retreat. I understand **25%** of our total estimated balance is due 21 days prior to our scheduled arrival date. **PAYMENT IN FULL** is due upon the group's scheduled date of arrival.
- I understand that changes or cancellation of our scheduled retreat must be made at least 60 days prior to our arrival date for a refund **MINUS** your \$250.00 NON-REFUNDABLE DEPOSIT. Any cancellations **within** 30 days of our groups scheduled arrival date will result in NO REFUND **INCLUDING** any remaining balance due, with all PAYMENT DEADLINES still applicable.
- I understand that the minimum group billing size for a private retreat is 35 people. I also understand that if my group makes arrangements to pay for less than 35 people, Kingdom Ranch reserves the right to book multiple groups at anytime throughout the duration of my group's rental.
- I have read the Kingdom Ranch Policies and agree for myself and on the behalf of my group to uphold ALL policies and procedures that are stated within. I further understand that anyone in the group that does not abide by the policies may be asked to leave Kingdom Ranch's property and facilities with **no refund** issued.
- Kingdom Ranch has permission to use pictures taken of our group and verbal quotes for fundraising and publicity purposes. Consent is given to Kingdom Ranch, its Directors, employees, agents, and cooperating entities to use our name, pictures, likeness, writings, or audio and/or video tape recordings for use in any media for educational, promotional, or advertising purposes in furtherance of the purposes and objectives of Kingdom Ranch without compensation for such usage.
- I hereby, and for my heirs, executors, administrators, assigns, and all legal guardians, waive and release any and all rights and claims of any nature I may have against Kingdom Ranch, its Directors, employees, Board of Directors, Advisory Board, CIA's, campers, and cooperating entities for and against any and all injuries or damages of any nature including death which I may suffer while taking part in Kingdom Ranch or other activities associated with Kingdom Ranch. I further understand I assume all risks associated in participating in Kingdom Ranch.

NAME OF GROUP / ORGANIZATION

DATE OF RETREAT

NAME OF GROUP LEADER (PLEASE PRINT)

TITLE IN GROUP

GROUP LEADERS SIGNATURE

TODAY'S DATE