



REGISTRATION POLICIES

Check-in and Checkout (at the Office)

- Evening check-in time is 7:00 PM when no meal is scheduled for the first day.
- Check-in time for a retreat with a meal on the first day is no more than two hours prior to mealtime.
- Checkout time is no later than two hours after last scheduled mealtime.
- For a nominal fee check-in and checkout times can be adjusted

Reservation Information

- Your minimum number of full-time guests will be set; this also equals your guaranteed minimum payment.
- Your maximum number of guests will be reserved at approximately 15 people more than the minimum.
- Number of cabins allotted to a group is based on group size.
- Phantom Ranch reserves the right to book multiple retreat groups.
- Groups are assigned one meeting room upon booking. Multiple meeting rooms can be reserved for a fee, and are dependent upon availability.
- Upon availability, groups can reserve the entire camp and all facilities with a minimum of a 150 guests.
- After receiving your reservation Phantom Ranch will send you an agreement. A signed copy of this agreement and your deposit will need to be returned within 10 days. Security Deposit is listed with the rates.

Part-Time Guest Information

- Part-time guests are allowed, however, the minimum set payment must be met before reduced rates will apply to part-time guests.
- Part-time guest fees are determined by using the closest rate for shorter time periods.
- If you are planning on a certain number or percentage of part-time guests, we will make the minimum number reflect your estimates. However, this may impact facility usage, like meeting rooms.
- In some cases we will use our individually priced breakdown for meals, overnights, and facility fee to determine a rate for a part-time guest. In all cases, it is a better deal to use a package price vs. breakdown prices.
- There will be a minimum charge of \$16.00/per day for people who use the facility but do not have any meals or overnights.

Meal and Snack Information

- Meals are served at 8:15 a.m., 12:15 p.m., and 5:30 p.m.
- A variety of snacks are available with a variety of prices. (Groups are not allowed to use the camp kitchen to prepare their own snacks)

Meeting Room Information

- Each group is assigned one meeting room.
- If your minimum number is at least 100 we will assign your group the "Hill Chapel" meeting room (seats up to 300).
- If your minimum number is at least 75 we will assign your group the "Oaks Chapel" meeting room (seats up to 150).
- If your group size is under 50 then you will be assigned the Longhorn meeting room (seats up to 80).
- Several other rooms and our dining hall are available as meeting rooms or breakout rooms.
- All large meeting rooms have audio/visual equipment. See meeting room information sheet for details.

Arrival and Departure Information

- We require that you provide us with your final numbers and a schedule of your retreat a week prior to your arrival. We understand that there will be last minute changes, and will work with you accordingly.
- Check-in and checkout times will be listed on your agreement.