



Dear Retreat Planner,

Thank you so much for choosing Phantom Ranch as the place to hold your retreat. We are so excited for the opportunity to partner with you and your group. Your retreat contract will be mailed to you and it needs to be returned with the deposit check. The following items are included to help both you and us make the retreat a great success:

- **Guest Policies and Registration Policies Sheets** – please read carefully and adhere to these
- **Activity Area Rules** – expectations that we have of your group concerning unstaffed activities
- **Meeting Room Information** – an in-depth description of meeting rooms
- **Retreat Planning Form** – please return at least one week prior to your camp date, via email.
- **Group Schedule Form** – a sample form which may help you in scheduling your activities. Meal times are not flexible.
- **Activities Checklist** – please return at least one week prior to your camp date.
- **Snack Option List** – please return at least one week prior to your camp date.
- **Paintball Waiver Form** - please hand out copies those attending retreat
- **Directions to the Camp/ Map of Camp Grounds**

The Retreat Information Sheet and the Phantom Ranch Guest Policies contains important information on *What to Bring, Cabin Safety, Directions*, and our "Good Neighbor Noise Policy." It is very important that you read and adhere to the policies set forth in the Retreat Information Sheet and Agreement Form. As per Wisconsin Health Regulations, Phantom Ranch is required to have a record (name, address, phone number) of all campers on our property. In addition, it is extremely important that you have a signed medical permission form with a brief medical history of each camper under 18 years of age.

Final payment is expected upon your arrival with a church or organizational check. If you are uncertain of your exact numbers, we encourage you to estimate at least 90% of your total made payable with a group check and we will bill you for the balance. Due to IRS regulations, we will be forced to charge sales tax of 5% if we do not receive an organization check.

It is very important that you return the enclosed forms no later than one week prior to your retreat so that we are able to facilitate your group. They can be filled out, the information saved and e-mailed or the forms can be filled out, printed and faxed to 262-363-6941. Please call us with your numbers **3 days** before your retreat so we can confirm cabin assignments and numbers.

We look forward to serving your group. Please call (262-363-6940) or e-mail if you have any further questions.

Brooks Gallman
Guest Group Director
brooks@phantomranch.org



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.



PHANTOM RANCH GUEST POLICIES

1. As per Wisconsin Health Regulations, all groups are required to have a record (name, address, phone number) of all campers on our property. These records need to be kept for 3 months past your retreat date.
 - In addition, it is extremely important that you have a signed medical release form with a brief medical history for each camper less than 18 years of age.
 - Groups are responsible for bringing a first aid kit for minor injuries that occur. Some PRBC staff members are trained in first response and can help assist or lead an emergency situation. Please call the retreat host to coordinate this.
 - An emergency medical clinic is located 5 miles from camp and a hospital is 20 miles away.
 - All medications that minors are required to take are to be administered by a responsible adult within your own group. Minors are not allowed to handle their own medication while they are here as stated by the state health code.
2. Good Neighbor Noise Policy -- In cooperation with our local authorities, we ask that no outside activities (that would create noise that our neighbors could hear) be scheduled after 10:30 p.m. on Sunday through Thursday night and 11:30 p.m. on Friday and Saturday night. We will strictly enforce this policy. Everyone should be in cabins or the meeting room by 11:30 p.m.
3. Cabins:
 - Cabins are checked for damage and graffiti after each weekend. Damages will be deducted from your deposit.
 - Beds are not to be moved or relocated in cabins. Extra charges will be applied if beds have to be moved back to their original location.
 - Fire extinguishers are located on the cabin porches. Groups will be charged \$150.00 per extinguishers if they are discharged in a non-emergency situation.
 - Please sweep your cabins upon departure and check for clothes and personal items.
4. Our cooks take great pride in serving delicious hot meals. We will serve the food at the stated meal times, therefore, anyone who is late might not receive hot food (or some items may run out). In deference to our staff, health codes, and to keep our costs down, we cannot continue to serve the meals for more than one half hour past the start of the meal.
5. Extra cleaning charges will be applied if food mess causes us to do unscheduled carpet cleaning.
6. The lounge closes at 11:00 p.m. Please observe this time since a staff family lives above this area.
7. The Longhorn building has additional shower facilities which all of our guests are invited to use to supplement cabin facilities.
8. Phantom Ranch will hold the deposit of all groups for three days. This will give us adequate time to check cabins for damage and/or graffiti which may have been done by the groups. Reductions in deposit are based upon damages/graffiti incurred during your group's stay. Deposits will be mailed to you after inspection of the cabins.
9. Activity areas that are open for your group to use without Phantom Ranch supervision must be supervised by a group leader. Please see the non-staff activity area rules for each specific area. Groups are expected to follow each of these rules.



NON-PRBC STAFFED ACTIVITY AREA RULES

WATERFRONT:

Open during the hours of 9-5 during your retreat. **If the gates are locked, do not enter.**

Fishing—Fishing can be done while the waterfront is open. **All fisherman/women must have proper licenses if they are over 16.**

Swimming and Boating—**A PRBC certified lifeguard must be on duty** if any group wants to do either of these activities. Please coordinate prior to your retreat.

TUBE/TOBOGGAN/SLED HILLS:

The hills are open at any time only if there is an adult (18 years or older) supervising activities, snow permitting (check with retreat host regarding snow conditions). Only PRBC sleds/tubes/toboggans can be used. No jumps are to be made at any time. All tubes, toboggans, and sleds need to be returned to the top of each hill.

Maximum numbers per event:

Tubes - 2 people

Toboggans - 3 people

Sleds – 2 people

FIELDS/COURTS:

All PRBC fields and courts have all needed equipment for the court in a bin located at or near the court. All equipment needs to be returned to the bins after playing at the selected location. The only exception to this is the discs for the disc golf course. They can be checked out from the retreat host or canteen at no cost, but lost discs cost \$5 each.



MEETING ROOM INFORMATION

All meeting rooms have heat and air conditioning.

Meeting Rooms will be assigned based on group size and availability, and is subject to change as stated in the contract.

Chapel on the Hill: Finished in the fall of 2006, this state of the art facility will meet and exceed all of your group's needs. The Hill Chapel has seating for up to 300 people comfortably, a 24 channel mixing board, 3 microphones with stands—one of them being a boom stand, 3 music stands, direct boxes, and 2 Bose speakers with Peavey 180 subwoofers, video projector, DVD/VCR combo, VGA hook up for 2 computers, and a video output control switch. The stage size is 15' by 25' with wood flooring—**drummers please bring a mat to prevent floor scratching.** The foyer/entry way is a warm and inviting place to hang out when you are not meeting. A small meeting room for pre-session prayer time or for leadership meetings is located just off the foyer. Washrooms are also located on either side foyer.

Chapel in the Oaks: Renovated in 2004, the Oaks Chapel is a great place to hold your group's retreat. The Oaks Chapel holds approximately 150 people and is equipped a 16 channel mixing board, 3 microphones with stands - one of them being a boom stand, 3 music stands, 2 large floor speakers, 2 direct boxes a video projector, separate CD, DVD, and VHS players, and a VGA hookup for a computer. Stage size is 10' by 30' and has wood flooring—**drummers please bring a mat to prevent floor scratching.** No washrooms are available in the chapel, but are located right next to the chapel in the lounge/office building.

Longhorn: The Longhorn is a perfect meeting room for a group of 75 people or less. It is equipped with an 8 channel mixing board, a DVD/VCR combo player, a VGA a hookup for a computer, 3 microphones with stands - one of them being a boom stand, and 2 direct boxes. Stage size is 10' by 20' and has carpet flooring. There are public washrooms located in the rear of the meeting room.

Dining Hall: With two great fire places, wood floors and an inviting feeling, the dining hall turns into a cozy meeting room for your group. Tables can be moved or set aside to meet your group's needs for each session. No audio/visual equipment is permanently in the dining hall. Upon request Phantom Ranch will gladly provide a large white board, and a TV and DVD player. The dining hall must be available to reset for meals 1 hour prior to each meal, and will be converted to a meeting room 1 hour after the start of each meal. Washrooms are located just off of the main room and water and coffee is always available. The Dining Hall also has a porch and small dining room available for larger groups to use for small group breakout sessions.

Montana: Our largest cabin also doubles as a small meeting room ideal for groups of 10—20 people who want to get away and grow as a group. No audio/visual equipment is permanently set in the cabin, but a TV and DVD player are available upon request.

Lounge: Another place for smaller groups or for larger groups to have small group breakout sessions. No audio/visual equipment is permanently in the lounge. A TV and DVD player is available upon request.



RETREAT PLANNING FORM

GROUP INFORMATION

Group Name: _____

Type of Group: Adult Sr. High Jr. High Children

Numbers Breakdown: Males Females Male Leaders Female Leaders Total

Arrival Date: _____ Arrival Time: _____

Departure Date: _____ Departure Time: _____

CONTACT INFORMATION

Pre-Arrival Contact Person: _____

Phone #: _____

Email: _____

Contact Person During Retreat: _____

Phone #: _____

Email: _____

FACILITY PREFERENCES

All cabins are bunk style cabins with bathrooms attached. Please list how many cabins you would like ([Cabin Layouts](#)):

_____ 12 person cabins-5 total _____ 14 person cabins-5 total

_____ 16 person cabins-1 total _____ 18 person cabins-2 total

Guest Rooms—\$40 per room for the whole time you're here.

Number of rooms: _____

Each group will get one room reserved, but it will still be \$40 to use. Additional guest rooms will be subject to availability. There are six guest rooms in total.

Rank Your Meeting Room Preferences ([Meeting Room Description](#)):

Hill Chapel _____ (seats up to 300)

Oaks Chapel _____ (seats up to 150)

Longhorn _____ (seats up to 75)

Montana Cabin _____ (cabin living room; seats 10)

NOTE: We will do our very best to meet these requests. They do not guarantee use of requested rooms. Your group is guaranteed a meeting room and cabins based on your group size.



SPECIAL NEEDS:

Is there anything else that would be helpful for us to know so we can serve you better?

Does anyone in your group have a special physical need which may require special attention? If yes, please explain and list your specific needs.

Does anyone in your group have dietary restrictions or food allergies we should be aware of? If yes, please explain and list your specific needs.

Does your group have any meal/dietary preferences?

Please return the filled out retreat planning form 2 weeks before to your retreat:

Phantom Ranch Bible Camp
Attn: Brooks Gallman, Guest Group Coordinator
W309 S10910 County Road I
Mukwonago, WI 53149
Fax: 262.363.6941
Email: brooks@phantomranch.org



WEEKEND GROUP SCHEDULE FORM

To assist you in making this the best retreat possible, we have enclosed a sample schedule. It is for your benefit that a schedule be sent in advance so that your retreat can be an enjoyable one.

- Meal times are not flexible. Please feel free to either use this schedule or make your own.
- A detailed retreat schedule must be submitted in writing to the Ranch office at least 1 week in advance of your retreat date. If we do not receive a schedule in advance of your arrival, we cannot guarantee all the activities you may have scheduled, such as: bonfires, paintball, horseback riding, archery, canteen, etc.
- Activities from the activities checklist that require extra fees are available in the mornings and afternoons with limited availability on Sunday's.

TIME	FRIDAY	SATURDAY	SUNDAY
8:15		Breakfast	Breakfast
12:15		Lunch	Lunch
5:30	Dinner	Dinner	
9:30	Snack	Snack	



PHANTOM RANCH RETREAT ACTIVITY LIST:

All activities with your event must be prescheduled so we can properly staff each area. Activities from the activities checklist that require extra fees are available in the mornings and afternoons with limited availability on Sundays. Minimum is 6 guests; if group is smaller, a 6 guest fee would be split between group members. For groups that exceed the maximum amount for an activity, groups can be split into multiple areas or activities.

THE FOLLOWING ARE THE ACTIVITIES THAT WE OFFER:

Horseback Trail ride: \$15/guest for 45min; 10 guests max

Includes 10 minutes of instruction and 35 minutes of riding time with guides. Each ride can have up to 10 people per ride (might change due to availability of horses and/or inclement weather). Riders must be 9 years or older.

Level 1 Horsemanship Clinic: \$40/guest for 1 hour and 30 minutes, 10 guests max

Includes a trail ride and our Daily Care Class- a hands on class of what goes into the daily care of horses from feeding to grooming and preparing for riding. Riders must be 9 years or older. Other classes can be substituted.

Obstacle Course- A riding class that teaches riders how to communicate effectively with the horse they are riding to complete multiple styles of obstacle courses. Under 9 years old classes are limited to 5 per class.

AROUND CAMP ACTIVITIES:

Speed Paintball: \$10 per 100 paintballs, quantity discounts available. Players are only allowed to use our Rental Markers and Field Paint. Team sizes range from 3 - 7 players. Allow 30 minutes for orientation and player set up. Each game lasts 3-5 minutes with a 1-3 minute turnover time in between games. *All who wish to play will need a signed Paintball Waiver by either a parent or legal guardian unless the player is over 18, in which case the player may sign their own waiver.*

Archery: \$15 per hour

Our outdoor archery range has 3 targets, which allows for 3 shooters at a time. Equipment must be checked out and in with Phantom Ranch Staff and be supervised by a qualified leader over 18 years old. If no leader is qualified, a PR staff member will instruct the class. All lost arrows will cost the group \$3/arrow.

Hatchet Throwing: \$15 per hour

Our outdoor hatchet throwing range has 1 large target and throwing alley. A PR staff member will instruct and guide class.

Team Building Course/Low Ropes Course: \$8/guest for one hour or \$15/guest for two hours ; 15 guests per instructor. Course can be used to develop unity, leadership skills, abstract thinking, and much more. Activities include: initiative wall, spider web, faith fall, number log, island hopping, the spinning spool and more.

Bonfire: Guest max numbers vary- all can seat at least 30

We have 3 different fire pits and each has either stadium seating and/or picnic tables around it. We will start your fire according to your schedule and provide wood for you in order to keep it stoked.



"Hay" Wagon Ride: 20 minutes; 50 guests per ride

Our tractor pulls 1 or 2 wagons with bench seating around a field and through a wooded area. Due to allergies no hay is actually used for this ride.

WATERFRONT ACTIVITIES:

Boating: \$25/hour

All guests are required to wear life jackets while boating or canoeing. All equipment must be returned to proper storage areas.

Swimming: No swimming unless a lifeguard is on duty. \$25/hour/lifeguard. Total number of lifeguards will depend on group size. Call for availability.

WINTER ACTIVITIES:

Tubing / Tobogganing / Sledding hill: We have a different hill for each activity. Supervision by group leaders is required. Please follow posted rules at each hill. Available during winter with adequate snow. Ask for availability. Hot Cocoa and bonfire included.

Broomball: We supply nets, brooms, and official balls for broomball. Supervision by group leaders is required. Available during winter with adequate temperatures. Ask for availability. Hot Cocoa and bonfire included.



PHANTOM RANCH RETREAT PRICING FORM:

All activities with your event must be prescheduled so we can properly staff each area. Activities from the activities checklist that require extra fees are available in the mornings and afternoons with limited availability on Sundays. Minimum is 6 guests; if group is smaller, a 6 guest fee would be split between group members. For groups that exceed the maximum amount for an activity, groups can be split into multiple areas or activities.

THE FOLLOWING ARE THE ACTIVITIES THAT WE OFFER:

NOTE: Please select the activities your group would like to participate in and estimate the number of participants you expect to have.

	#	Total
Horseback Trail ride: \$15/guest for 45min; 10 guests max	_____	_____
Level 1 Horsemanship Clinic: \$40/guest for 1 hour and 30 minutes, 10 guests max	_____	_____
Obstacle Course-	_____	_____

AROUND CAMP ACTIVITIES:

Speed Paintball: \$10 per 100 paintballs, quantity discounts available.	_____	_____
Archery: \$15 per hour	_____	_____
Hatchet Throwing: \$15 per hour	_____	_____
Team Building Course/Low Ropes Course: \$6/guest per hour; 15 guests per instructor	_____	_____
Bonfire: Guest max numbers vary- all can seat at least 30	_____	_____
"Hay" Wagon Ride: 20 minutes; 50 guests per ride	_____	_____

WATERFRONT ACTIVITIES:

Boating: \$25/hour	_____	_____
Swimming: \$25/hour/lifeguard. No swimming unless a lifeguard is on duty.	_____	_____

WINTER ACTIVITIES:

Tubing / Tobogganing / Sledding hill:	_____	_____
Broomball:	_____	_____

Total _____

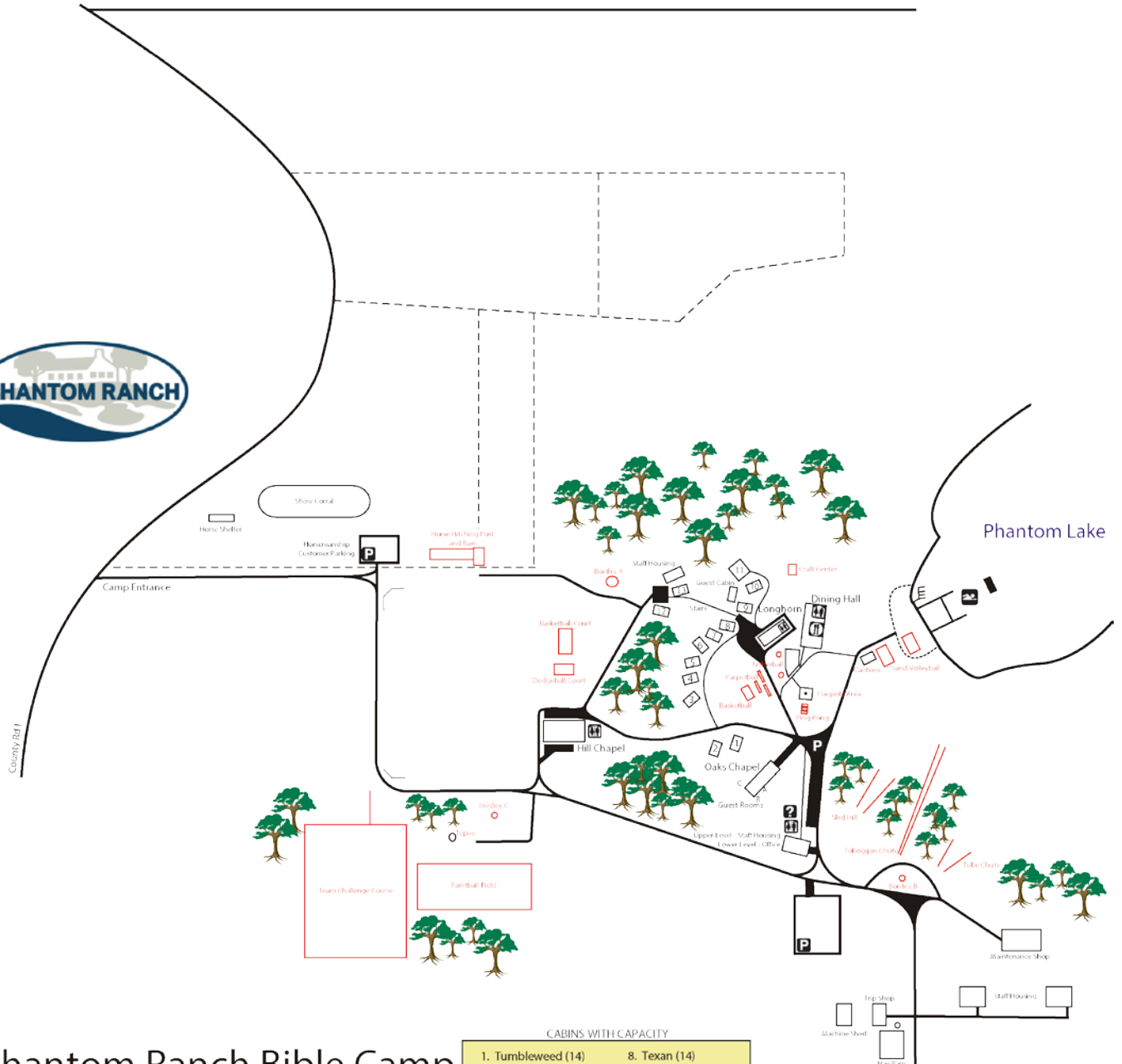


PHANTOM RANCH RETREAT SNACK PRICING FORM:

THE FOLLOWING ARE THE SNACKS THAT WE OFFER:

NOTE: Please select the snacks your group would like to eat and estimate the number of participants you expect to have. All of the snack options come with a flavored drink mix except S'mores and Fruit.

	#	Total
DiGorno Pizza ; 2 pieces; variety-\$3.50/guest	_____	_____
Jack's Pizza ; 2 pieces; variety-\$2.50/guest	_____	_____
Hot Dog and Chips -\$3/guest	_____	_____
Nachos and Fruit -\$2/guest	_____	_____
Popcorn and Fruit -\$2/guest	_____	_____
Ice Cream Sundaes -\$3/guest	_____	_____
S'mores -\$1.50/guest	_____	_____
Fruit -.75/guest	_____	_____
	Total	_____



Phantom Ranch Bible Camp

W309 S10910 County Rd I
 Mukwonago, WI 53149
 www.phantomranch.org
 262-363-6940

CABINS WITH CAPACITY

1. Tumbleweed (14)	8. Texan (14)
2. Buckaroo (14)	9. Dry Gulch (12)
3. Lazy Q (12)	10. Triangle J (12)
4. Panhandle (14)	11. Montana (18)
5. Circle R (12)	12. Winchester (18)
6. Bronco Buster (14)	13. Lonestar (18)
7. Bar M (12)	

Emergency Gathering Locations
Tornado - Office and Dining Hall Basements
Fire - Flagpole



PAINTBALL PARTICIPANT INFORMATION FORM AND RELEASE OF LIABILITY

Participant Name: _____ Age: _____
Address: _____ Group Name: _____
City, State, Zip: _____ Phone Number: _____
Emergency Contact Name: _____ Phone Number: _____

THIS IS A RELEASE OF LIABILITY

In order to participate myself or allow my child to participate, in any way, in the sport and activities of Paintball (also known as, Speedball) at Phantom Ranch Bible Camp, I acknowledge, and agree that:

1. There is a risk of injury, including a potential for permanent disability or death, resulting from any participation in the Paintball activities and from the equipment involved in participation, and while particular protective equipment and personal discipline will minimize this risk, the risk of serious injury does exist;
2. I knowingly and freely assume all such risks for myself or for my child, both known and unknown, even if arising from the negligence of those persons released from liability below, or from other participants, and assume full responsibility for my participating;
3. I understand, or my child understands, that there are rules of play, including safety related rules and agrees to fully comply with the rules and safety regulations during my participation, and that if I or my child does not understand the rules of play I or my child will seek further instructions;
4. I understand or my child understands, that the activities of Paintball are physically and mentally intense, and will comply with all rules and regulations. I understand or my child understands that failure to follow rules may result in eviction from Paintball activities without refund;
5. If I, or my child, observes any unusual or unnecessary hazard during my participation, I, or my child, will bring such to the attention of the nearest official as soon as practical;
6. I, for myself, or for my child, and on behalf of my heirs, assigns, personal representatives and next of kin, hereby release and hold harmless from liability Phantom Ranch Bible Camp and Midwest Bible Church, Chicago, IL. (the owners and operators of the property used to conduct the Paintball activities), their officers, officials, board members, agents and or employees ('releases'), with respect to any and all injury, disability, death, or loss or damage to person or property, whether caused by the negligence of the releasees or otherwise, except that which is the result of gross negligence and/or wanton misconduct;
7. I understand and agree that this Release of Liability Agreement covers each and every Paintball activity and event in which I participate hereafter or my child participates hereafter.

I have read this release of Liability and Assumption of Risk Agreement, fully understand its terms, understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.

Participant Signature: _____ Date Signed: _____

Parental/Guardian Release and Acknowledgment (must be signed if the participant is under 18).

1. This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree not only to his/her release of Phantom Ranch Bible Camp and all other Releasees but also to release and indemnify the Releasees from any and all liabilities incident to his/her involvement in these programs for myself, my heirs, assigns, and next of kin.
2. I also have read this release of liability and assumption of risk agreement, fully understand its terms, and understand that I have given up substantial rights by signing it, and sign it freely and voluntarily without any inducement.
3. I hereby give permission for my child to participate in all Paintball activities at Phantom Ranch Bible Camp.

Parent/Guardian Signature: _____ Date Signed: _____

ONLY FIELD PAINT AND FIELD MARKERS ARE ALLOWED.