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## Retreat Information Form

Please fill out this information sheet and return to the Ranch by mail, fax, or email. This information sheet and a **\$500 deposit** are necessary to reserve your retreat. Your retreat will not be held or booked unless this information sheet is returned. Your retreat will not be considered booked until you have received your retreat contract.

Group Name: \_\_\_\_\_

Type of Group (Youth, Ladies, Church etc.): \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax: \_\_\_\_\_

Phone Number of On-Site Contact: \_\_\_\_\_

Email: \_\_\_\_\_

Contact Address: \_\_\_\_\_

Approximate #'s (minimum of **50** people required to book Jackson Hall) \_\_\_\_\_  
 (minimum of **20** people required to book The Lodge)

Requested Retreat Dates: \_\_\_\_\_

Package type: \_\_\_\_\_

<b>Standard Check-in &amp; Check-out Times</b>	
<b>Weekend</b>	<b>Midweek</b>
Check-in: 5pm or later	Check-in: 9am or later
Check-out: Before 1pm	Check-out: Before 4pm

If your group requires Check-in/Check-out times different from our standard times please request.

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

<b>Retreat Deposit</b>		
Please Circle:	Mastercard                Visa                Cheque	Card Number: _____ CVC # _____     Expiry Date: _____
Name of Cardholder: _____		
Address: _____		

<p><b>JACKSON HALL GROUPS ONLY</b></p> <p>We will require a second deposit of \$750.00 one month prior to your retreat.</p> <p>Would you like us to use the credit card number provided to process the second deposit?</p> <p style="text-align: center;">Yes <input type="checkbox"/>     No <input type="checkbox"/></p>
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Signature: \_\_\_\_\_ Date: \_\_\_\_\_