

REQUIRED DOCUMENTS!

Please turn in the following items **TWO WEEKS AFTER receiving the applicable forms:**

(unless otherwise specified, these are mandatory in order to reserve the dates and area at OOR for your conference)

- Conference Agreement (Signed)
- Conference Rules (Signed)
- Hold Harmless and Indemnity Agreement (Signed)
- Deposit (will be taken out of final balance)
- Audio/Visual Request (in Request/Readiness Packet page 24 & 25)
only if your group requests Audio/Visual equipment
- Activity Sign-up Sheet (in Request/Readiness Packet page 28)
only if your group requests Activities
- Activity Indemnity Agreement (in Request/Readiness Packet page 29)
only if your group requests Activities

Please turn in the following items **ONE MONTH PRIOR to your conference date:**

(unless otherwise specified, these are mandatory in order to reserve the dates and area at OOR for your conference)

- Dining Hall Menu Planning form
- Meeting Room layouts (in Request/Readiness Packet)
 - Booth Worship Center (pages 6-8)
 - Duncan Lodge (page 9)
 - Hilltop Meeting Rooms (pages 16 & 17)*only if your group requests the use of meeting rooms*

Please turn in the following items **TWO WEEKS PRIOR to your conference date:**

(unless otherwise specified, these are mandatory in order to reserve the dates and area at OOR for your conference)

- Group Update/Final Count Form
-

Mailing Address: Old Oak Ranch/Attn: Guest Services
15250 Old Oak Ranch Road
Sonora, CA 95370

Email: alyssa@oldoak.com

Fax: (209) 532-5345