



Guest Group Planning Packet

Information to help you prepare for your retreat

Group Coordinator Timeline & Checklist

Please use the following timeline as a reference guide as you plan your event. It describes what information we need and when we need it, which will in turn enable Big Canyon to better serve you and meet all your expectations.

2 Weeks Prior to Arrival

- Send Certificate of Insurance to Big Canyon that lists Big Canyon Ranch as an additional insured. (Your Agent will need your booking date and our address 175 Big Canyon Lane Wanship, UT 84017)
- Turn in Menu Selections if you opted to choose yourself. You can do this on our Website

1 Week Prior to Arrival

- Give final numbers* to Big Canyon. (Big Canyon orders food according to this count).
- Provide Schedule to Event Coordinator
- Ensure everyone coming has filled out our Participation Agreement located under our Guest Info tab on our website

After the deadline for final numbers, you may increase the total number by up to 10%. (If numbers increase beyond 10%, please contact BCR for approval prior to accepting additional registrations). Please do your best to notify Big Canyon with any changes to numbers so we can best serve your group.

At Last Meal

- Go over cleaning procedures with your Big Canyon Host
- Go over group numbers with your Big Canyon host and discuss payment

Within 14 Days Following Departure

- Make Final Payment either by calling your group coordinator to process a card or send a check into:
Big Canyon Ranch
175 Big Canyon Lane
Wanship, Utah 84017

Final payment is due within 14 days of your departure date. Any amount not paid within 14 days WILL BE charged an annual percentage rate of 15%.

Lodging and General Information

Housing Capacity: 138 (plus discount rate on additional space on mattresses)

Aspen Lodge: 46

8 separate bunkrooms. Each pair of bunkrooms share a common bathroom with 2-3 showers, 2 toilets, 3 sinks each. Each bunkroom has one twin over queen and two twin over twin bunk beds. (Upstairs room with back exit has one less bunk bed). Note: If queen beds are doubled up, the lodge can actually sleep 54.

Yurt Village: 92

5 Yurts that each sleep 12. Layout has 6 total bunk beds with two showers, two sinks, and one toilet.

2 Yurts that sleep 16. Layout has 8 total bunk beds with two shower, two sinks, and two toilets.

Silver Spur Café:

The Silver Spur acts as our store and snack shack in the Summer season. Please speak to your coordinator if you'd like to have it open.

The Grove Amphitheater:

Log benches, gas fire pit with electronic ignition and timer, stage with power, lights, and sound system.

Cloudbreak Yurt: Our secondary meeting space that can hold up to 70 people. We have a Flatscreen HD TV with an HDMI cable for your computer if needed. There is no amplified sound in CloudBreak besides the speakers on the TV.

Event Barn:

This is the primary meeting and dining space, complete with commercial kitchen and public restrooms. The event barn and outdoor patio can seat up to 120 for meals or up to 200 as a dedicated meeting space. Meals are served Buffet style and are open for 30 minutes after meal start time on schedule.

Minimums:

We have a few different minimums for access to the camp. These are based off a certain capacity calculation for lodging. To reserve the entire camp for your group we require a minimum of **80**. To reserve only the yurt village we require a minimum of **55**. To reserve only the lodge the minimum is **30**. Depending on your groups needs and size your coordinator will work together with your to provide the best meeting space. Big Canyon reserves the right to book another camp if your group does not reserve the entire camp.

Activities

Activities & Recreation:

We have two types of activities here at Big Canyon. We have recreational activities that are always open and do not require staff to run. We also have other activities that are available but must be staffed by Big Canyon. Based off the type of event you are doing and the time of year some staffed activities may not be available. Please speak to your group coordinator regarding any activities.

Recreational Activities

- GaGa Ball
- 9 Square in the air
- Game Tent (During Summer and Fall months) This houses Air Hockey, Carpetball, Cornhole, Ping Pong
- Volleyball Court
- Basketball Court (with a Pickleball Net and Equipment)
- Astroturf field with soccer nets
- 9 Hole disc golf course

Staffed Activities

- Lake, this includes a dock, water basketball net, and access to paddleboards, kayaks and a paddleboat.
- Slip n Slide, this may be open for no longer than one hour per day due our water policies
- Climbing Tower, 3 difficulty level climbing wall with harnesses and helmets
- Giant Swing, 30 foot tall 1 person swing with full body harness.
- Archery Range, 2 recurve bows with field tipped arrows with targets ranging from 20 to 40 feet.
- Paintball (During Summer Months), 3-5 rounds of high intensity paintball in our Woodsball course. Paintball is not included in regular camp fees. \$20 Per Person

Bedding:

Linens are not provided. We do provide mattresses for each bed at camp.

Audio/Visual:

Use of Big Canyon's audio/visual resources in the Event Barn is included at no additional charge.

Sound Equipment:

Behringer X32 Compact Board, 6 Foot AUX Cord, 16 Channel Snake, 2 EV Powered Speakers, 2 Peavey Subwoofers powered by amplifiers, 2 Passive Speakers for Monitors powered by amplifiers, 2 wireless handheld microphones, 1 wireless headset microphone, 4 wired microphones, 3 music stands, 2 boom mic stands, guitar stand, various XLR and ¼ inch cables, two instrument direct boxes.

Video Equipment:

Optoma HD projector with HDMI cable, we also provide adaptors for Apple computer. Our projector screen drops down from above the stage and is retractable if needed.

Rule and Policies

- Smoking is not allowed inside any buildings.
- Damages are the responsibility of the guest group and are charged per incident. Graffiti is charged at \$50/ sq. in.
- Pets are not allowed. Please, no exceptions.
- Parking is available across from the lodge and in the parking lot. All vehicles should be parked in designated parking areas as soon as possible after unloading. No vehicles parked along road or walkways.
- Closed Areas are off-limits unless opened by a Big Canyon staff member.
- Please allow enough time for clean-up before your departure. All used areas (indoors and out) should be cleaned up of trash and left items. Pick up all trash on floors, under beds, etc. Close all windows (except in yurts) and turn off all lights and fans. Return furniture to appropriate places. Sweep out yurts and vacuum lodge where needed.
- Mountain Bell time. A bell will ring to indicate meal times or activity times. Please be on time for all meals so we may serve hot meals and respect the time of our cooks and staff. Allow enough buffer time in your schedule to allow for meetings to run long, etc.
- There are wild animals on the property (moose, turkey, deer, porcupines, etc.). Please do not attempt to approach or feed the animals.
- Shoes are required to be worn at all times on the property, except in the lodges, grass field, sand volleyball court, and lake.
- No guys in girls lodging areas. No girls in guys lodging areas.

Important phone numbers

Emergencies	911
Big Canyon Main Phone	435-336-4096
Daniel Price Camp Event Coordinator	435-647-6229
Park City Medical Center	435-658-7000
Park City Family Health & Urgent Care	435-649-7640
Snow Creek Medical Center	435-655-0055
Moore's Towing	435-336-2140

Driving Directions

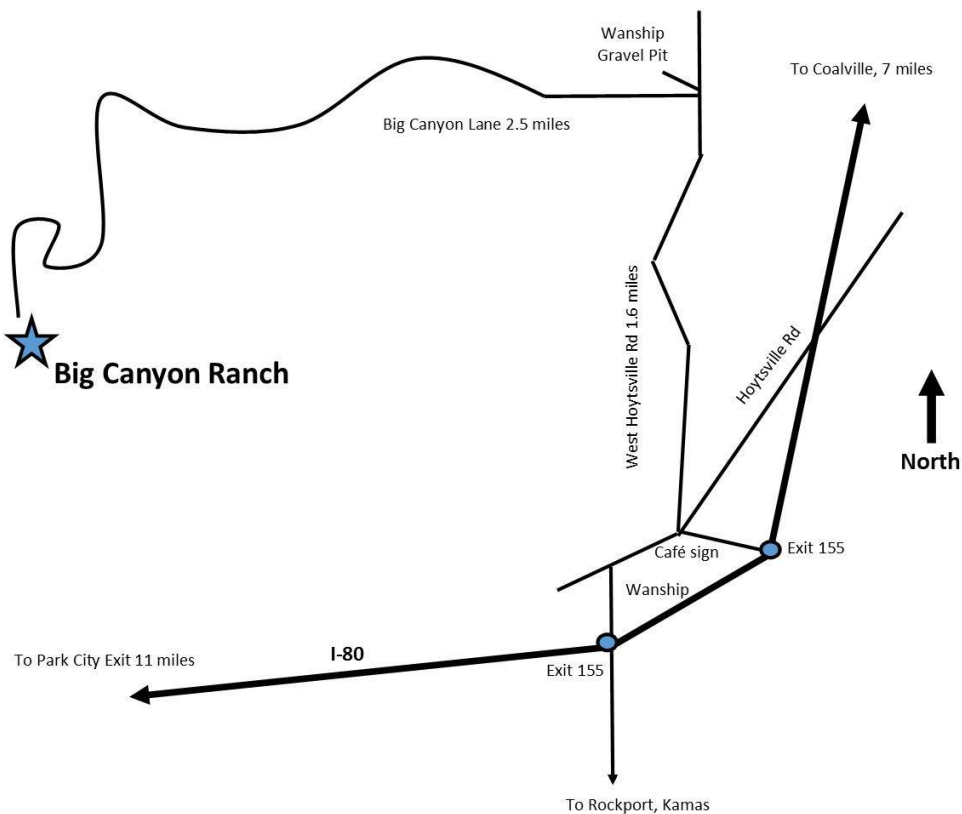
From Salt Lake City/Kimbal Junction

Take I-80 East up Parleys Canyon. Approximately 8 miles past the I-40 interchange, take the Wanship **Exit #155**. Go left on Hwy 32 through Wanship. At the (now closed down) Spring Chicken Café restaurant (white building on right with tall café sign), take the far left fork on to West Hoytsville Rd. Continue 1.6 miles and turn left onto Big Canyon Lane (also gravel pit entrance.) Follow the left fork and continue 2 1/2 miles to the camp. If you are not arriving as part of a group event, please make arrangements ahead of time for a visit.

From Evanston or Ogden

Take I-80 West approximately 45 minutes to 1 hour past the Utah/Wyoming border, or approx. 7 miles past Coalville, UT. Exit at the Wanship/Kamas **Exit #155**. Turn Rt. onto Hwy 32 and go 200 yards until you see the old Spring Chicken Inn (white building with tall Café sign) on your left. Go straight through the intersection and take the far right turn on to West Hoytsville Rd. Continue 1.6 miles and turn left onto Big Canyon Lane (also gravel pit entrance.) Follow the left fork and continue 2 1/2 miles to the camp. If you are not arriving as part of a group event, please make arrangements ahead of time for a visit.

**Please note: Physical address does not work in most GPS systems and mapping programs, please use the turn by turn directions provided above. The GPS Coordinates of Big Canyon are 40 degrees 49'54.34" N. by 111 degrees 26'24.73" W.*



Packing List

What To Bring:

Sleeping Bag (or twin sheets & blanket). Big Canyon does not provide bedding.

Pillow

Towel

Personal Toiletries

Water Bottle

Warm Clothing, we experience much cool weather even in summer

Closed Toed Shoes (Do not only bring sandals or flip flops)

Sunscreen

Bug Spray

Bible/Notebook/Pen

Camera

Swimsuit

Flashlight

Sunglasses

What Not To Bring:

Personal Gaming Devices

Knives or any Weapons

Alcohol or drugs (other than prescribed medication)

Vape or E-Cigarettes

Fireworks, explosives, lighters or matches