



# Westminster Woods Camp and Conference Center

6510 Bohemian Highway, Occidental, CA 95465-9106  
Phone (707) 874-2426 FAX (707) 874-9129 Website www.westminsterwoods.org

## ENVIRONMENTAL EDUCATION PROGRAM CONTRACT

**CLIENT NAME: Mt. Diablo Unified School District**  
Contract Name: **Sequoia School (Pleasant Hill) SP '15**  
Coordinator: **Randall, Kristin**  
Mailing Address: **142 Jennie Drive**  
City/State/Zip: **Pleasant Hill, CA 94523**  
E-mail: **kristinrandall@comcast.net**

Contract # **5806**  
Date Issued: **Jun 18, 2013**  
Home Phone:  
Work Phone: **925-935-5721**  
FAX: **925-988-8049**

### Notes:

Throughout the remainder of this agreement, instead of repeating the name of your organization each time, we will use conversational English and use the terms you, yours, and/or Guest Group. Instead of repeating the name Westminster Woods Camp and Conference Center, we will use the terms we, us, our, the Camp or WWCC.

### 1. CONFERENCE ARRANGEMENTS:

- a. Conference Dates: Beginning **Jun 1, 2015** Ending **Jun 4, 2015**
- b. Conference Duration: Nights **3** Meals **9**  
First Meal **Dinner** Last Meal **Lunch**
- c. Invoices submitted by WWCC to the School referencing this contract name and event dates shall contain rates that will become part of this agreement.

### 2. GUARANTEE / FINANCES:

- a. You will pay for only those students and chaperones that actually attend the event. During the initial negotiations, the number of teachers that may attend at no additional charge is established and listed as part of the agreement.
- b. You understand that in order to plan and schedule food and space arrangements, you must make a good-faith estimate of the number of students, chaperones and teachers that will attend. Your best initial estimate of the total attendance is 110 full-time students and chaperones.
- c. A non-refundable, non-transferable deposit of \$5,430.00 is required to hold the space for the dates requested. This deposit is due on 10/15/2014 and must be received at WWCC offices by that date. The balance is due prior to departure on the final day at Camp, and will be determined by the total number in attendance.
- d. You understand and agree that you will sign and date this agreement and return the original signed copy along with the deposit by 10/15/2014. You will also submit a Certificate of Insurance as described in #5(e) on the reverse side of this agreement or you will make arrangements for your insurance broker to forward a copy to WWCC. Any questions regarding the Certificate of Insurance may be directed to the Business Manager of the Camp.
- e. You understand that if the agreement and the deposit are not received at the Camp by the date required, the Camp shall be free to negotiate the dates you have requested with other groups.
- f. If your group is not underwritten by any formal organization or fellowship, the undersigned agrees to be held individually responsible for the financial obligation shown above.
- g. It is understood that the agreement is not binding until a copy bearing signatures of both parties involved is mailed to the person named above (Coordinator) and the deposit listed in #2(c) above has been received.

### 3. CANCELLATION

- a. If cancellation of this event is necessary within six (6) months of the event, you agree to pay a cancellation fee, up to the full amount of the good-faith estimate amount, determined by the date of the cancellation. If there is adequate time for the Camp to arrange for a replacement group generating comparable fees, then refund of the cancellation fee will be considered. The deposit will not be refunded nor transferred to another School

### 4. GOVERNING GUIDELINES:

- a. You agree to respect the purpose, philosophy and standards of conduct of the Camp as set forth in this agreement, in the Guest Group Guidelines and as may be posted on the grounds, and will do nothing by word or act or allow any member or speaker of your group to do likewise that will in any way detract from or be contradictory to the same.
- b. You agree to abide by the guidelines on this page and on the reverse side of this page, those in the Guest Group Guidelines and those provided in other information given to your contact person and posted on the grounds. The signer accepts responsibility to communicate these guidelines to the leadership of the school and the event participants, and will follow through to ensure compliance.

#### Office Use Only:

Date received at WWC \_\_\_\_\_

**WESTMINSTER CAMP & CONFERENCE CENTER**

Two Authorized Signatures Required:

By: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

Date: \_\_\_\_\_

**I have read the Guest Group Guidelines and both sides of this agreement, and agree to be bound by the terms herein:**

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

By: \_\_\_\_\_

(Teacher, Administrator, Parent, Business Agent, Etc.)

Title: \_\_\_\_\_

*David B. Mans*  
*Asst. Supt. - Randall*

5. **REGISTRATION:**

- a. It is understood that Westminster Woods assigns cabins and meeting rooms based upon group sizes and the most effective use of its facilities. Therefore, these assignments may vary from year to year unless a group has contracted for exclusive use.
- b. Your school class(es) or group will provide a registrar to handle all registration and room assignments.
- c. You are required to provide the necessary information to enable the Camp to complete a final invoice and billing prior to departure. A contact person from the Group or School will go to the Camp Main Office prior to departure to provide complete attendance information and pay any balances due at that time. In the event that checks have already been prepared for a different amount, the Camp may invoice the Group or School for a minor balance due or will mail a refund if there is a minor overpayment.
- d. Should any members of your group leave Camp early for any reason, you will be charged only for the days of attendance, with a minimum of a full day charge for each day present for any time at the Camp.
- e. You agree that you are responsible for your own liability insurance coverage and must provide a "Certificate of Insurance" naming Westminster Woods Camp as an "additional insured" to the Camp not later than two weeks prior to your event date.
- f. You understand and agree that you must provide your own qualified first-aid person and appropriate supplies to care for the needs of the group. You also understand and agree that each person in your group is responsible for their own health and accident coverage.
- g. The primary contact person in your group must bring to Camp fully completed medical information forms for all members in attendance from your group, adults and children.

6. **SAFETY AND EMERGENCIES:**

Guest Groups agree to support sound safety practices in planning and implementing their group programs and to abide by any safety regulations provided by Westminster Woods. Any injury-causing accidents are to be reported to the camp staff person on duty immediately. Guest Groups are responsible for providing a vehicle and qualified driver for transporting campers to a local medical facility, when necessary.

7. **FACILITY INFORMATION AND REGULATIONS:**

Guest groups agree to abide by hours set for the store, pool, etc., and with other regulations in the Guest Group Guidelines, Safety Guidelines, or those posted on the grounds. The Woods reserves the right to remove from the facility those who create a disturbance or are not prepared to abide by the terms of this contract and/or the directions of the Westminster Woods Staff. The Woods is not responsible for damage to or loss of vehicles parked in the parking lots or valuables left on the premises.

8. **FOOD SERVICE:**

Promptness to meals is encouraged so that food may be served at its best. No reduction in cost is available for guests who miss meals.

9. **CABIN CARE:**

Guest Groups are asked to assist in placing in order all the facilities they have occupied. Guest Group leaders are expected to maintain order at all times and prevent damage to Westminster Woods property. It is understood that Westminster Woods will charge Guest Groups for any damage incurred by them.

10. **ATHLETIC EQUIPMENT:**

Athletic equipment can be made available to your group on request. Guests are responsible for using items appropriately. Loss, damage or excessive wear to athletic equipment may incur an equipment replacement fee, charged at cost. Guests are responsible for returning athletic equipment to designated areas.

11. **WESTMINSTER WOODS PHILOSOPHY AND PURPOSE:**

- a. The Camp serves people of all ethnic, cultural, economic and religious backgrounds, including groups such as those working through drug abuse, addiction and recovery and the developmentally and physically challenged. Unless your group has contracted for exclusive use of the grounds and facilities, you will be sharing grounds, recreation areas and eating facilities with other guest groups. We ask and expect that all guests treat each other with respect and courtesy to help ensure a meaningful camp experience for all concerned.
- b. The Camp reserves the right to have visible banners, photographs, sculptures, printed material, etc. in various locations on the grounds that support that purpose.

12. **STANDARDS OF CONDUCT**

We adhere to standards of conduct that reflect things like modest dress, polite language, restraint in public displays of affection, self-control when angry, and patience, kindness, understanding, and respect in relationships.

13. **INDEMNIFY AND HOLD HARMLESS**

Guest Groups agree to indemnify and hold harmless Westminster Woods, its officers, agents, and employees from and against any and all claims, demands, loss or liability of every nature, for injuries to person or property (either or both), occurring in or about or in any way connected with the camp and its use by the guest group, as a result of or arising out of the sole negligence of the guest group, its officers, agents, students, employees, or guests.

Westminster Woods (The Woods) agrees to indemnify and hold harmless the guest group, its officers, agents, students, employees, or guests from and against any and all claims, demands, loss or liability of every nature, for injuries to persons or property (either or both), occurring in or about or in any way connected with The Woods and its