



DIOCESE OF OAKLAND YOUTH RETREAT CENTER
 1977 Reliez Valley Road, Lafayette, CA 94549
 MAIL: P.O. Box 1505, Lafayette, CA 94549-1505
 (925) 934-5802. FAX (925) 934-0642
 EMAIL: TOhara@OakDioceseYRC.org

CONTRACT

SPONSOR GROUP: _____

Day Phone: _____

COORDINATOR: _____

Cell Phone: _____

ADDRESS: _____

Email : _____

ARRIVAL DATE: _____

Arrival Time: _____

DEPARTURE DATE: _____

DEPARTURE TIME: _____

DEPOSIT AMOUNT: _____

	<u>Weekend (2 nights min.)</u>	<u>Overnight (up to 24 hours)</u>	<u>Day Use (8 hours)</u>
WEEKEND _____	FEES: \$85.00/person	\$40.00/person	\$350.00
OVER NIGHT _____	KITCHEN: \$90.00	\$40.00	\$35/day
DAY _____	DEPOSITS: \$500.00	\$250.00	\$150.00

FOR THE SAFETY OF OUR YOUTH, THIS IS A SMOKE FREE FACILITY

Cancellation within 60 days of your booking date will result in the cost of a minimum retreat.

POOL WILL BE USED (pool closed Oct. thru May) YES NO
 (Sponsoring Group must furnish a Red Cross Certified Lifeguard)

KITCHEN WILL BE USED: YES NO

ATTENDANCE: Minimum number guaranteed (including leaders) _____ **No less than 25 for weekend and overnight.** Should participation fall below this number, sponsoring group agrees to pay for the minimum number guaranteed. Maximum, number the Retreat Center can hold, including leaders, is 60 people. **We must have completed participation roster returned to us upon arrival.**

Signed contracts must be returned within 14 days with deposit to the Oakland Diocese Youth Retreat Center, P.O. Box 1505, Lafayette, CA 94549-1505, Attn: Tim O'Hara. If contract and deposit are not returned within 14 dates your booking may be forfeited and date/time given to another group. **If invoice is not paid within 30 days of issued date, Sponsoring group is subject to a late fee.**

This contract must be accompanied by a deposit according to length of your stay. Deposits will be deducted from the total fee. A cleaning charge up to \$500 will be included in the final billing if the facility is not left clean.

Prior permission from the Retreat Center Manager and a certified lifeguard is required in order to use the swimming pool. Sponsoring group or responsible person signing this contract assents to the above terms and assumes responsibility for payments, as well as for payment of any damages or losses to the Retreat Center caused by program participants.

SIGNATURE REQUIRED ON BOTH PAGES OF THIS CONTRACT

SIGNED: _____ DATE: _____
 (Representative of sponsoring group)

SIGNED: _____ DATE: _____
 (Diocesan Retreat Center Manager)



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The Sponsoring Group shall leave the facility in a clean and orderly condition; and if any alterations were allowed, restore the facility to original condition; and will be responsible for any damage caused by its representatives or invitees.

The Sponsoring Group agrees to indemnify and hold harmless the Roman Catholic Bishop of Oakland, A Corporation Sole, the Roman Catholic Welfare Corporation of Oakland, etal, and all their Officers, Agents and Employees, i.e. the Diocese of Oakland, from and against all liability, loss, or damage whatever, from any cause, which may arise from the use of the facilities or activities in and about the same, by the Organization and/or its representatives or invitees.

The Sponsoring Group shall maintain commercial general liability insurance during the period covered by this contract insuring the user Organization and the Roman Catholic Bishop of Oakland and the Diocesan Retreat Center, etal, against bodily injury liability, including death, and property damage liability, from occurrences in or about the facilities or the use or condition thereof, with a combined single limit of no less than \$1,000,000 per occurrence. Such insurance shall be primary and not contributing with any other insurance in effect for the additionally insured facility owner –lessor, (i.e. Diocese of Oakland and Diocesan Retreat Center) and shall be evidenced by a Certificate of Insurance and an Additional Insured Endorsement issued to the Roman Catholic Bishop of Oakland, etal (named in paragraph 2) and the Diocesan Retreat Center addressed to the Diocesan Retreat Center and approved by the Diocesan Retreat Center as to compliance with insurance requirements described herein, **at least 1 month prior to the use of the facilities.** Such insurance shall be provided by an Insurer with a Best's Rating of AVII or better.

The Lafayette Retreat Center is a youth retreat and we want all of our guests to enjoy the benefits of the Center. Toward that end we expect:

THAT ALL GUESTS ADHERE TO THE SAME STANDARDS AND BEHAVIOR EXPECTATIONS AS OUTLINED IN YOUR SCHOOL HANDBOOK.

IMPORTANT DETAILS:

- 1) **No one is permitted in the pool area without prior approval from the manager. Pool will be open June thru September.**
- 2) **No food or drink is to be consumed outside the dining area.**
- 3) **Use candles carefully. Do not leave lighted candles unattended.**
- 4) **Spills (including wax) or damage to carpets will result in a cleaning or replacement charge.**
- 5) **No animals; pets, domestic or exotic are permitted at Retreat Center.**
- 6) **Outside quiet time is between 10:00am and 9:00 am. Please be considerate of our neighbors.**
- 7) **Cabin keys will be assigned upon receipt of your participant roster.**

Sponsoring Group or responsible person signing this contract assents to the above terms and assumes responsibility for payments, as well as for payment of any damages or losses to the Retreat Center property caused by program participants.

SPONSORING GROUP:

COORDINATOR:

ADDRESS:

CITY/STATE/ZIP:

SIGNATURE REQUIRED ON BOTH PAGES OF THIS CONTRACT

SIGNED: _____ DATE: _____
(Representative of sponsoring group)

SIGNED: _____ DATE: _____
(Diocesan Retreat Center Manager)