

Walker Creek Ranch Conference Center 30-day Reservation Confirmation

Due Date: _____

Please complete this 30-day Reservation Confirmation Agreement as accurately as possible. The number of participants listed in this document should be within 10% of your contract, and is considered your *“minimum guarantee”*. The information provided here will be used to finalize your food service package, lodging and meeting room assignments and set-up, and the Estimate of Final Bill for your program. Final billing is based upon this 30-day Reservation Confirmation, or the actual number of participants in your program, whichever is greater. If you have any questions, please contact the Conference Center Office at (415) 491-6603.

Name of Organization/Group	Name of Primary Contact Person
Phone	Email
Arrival Date and Time*	Departure Date and Time**
First Meal	Last Meal

LODGING

	Day 1- Date	Day 2- Date	Day 3- Date	Day 4- Date
	# of Adults/Kids (4-10)	# of Adults/Kids (4-10)	# of Adults/Kids (4-10)	# of Adults/Kids (4-10)
Semi-Private	/	/	/	/
Economy	/	/	/	/
Private	/	/	/	/
Camping	/	/	/	/
Day Use Only	/	/	/	/

Special Notes for Lodging:

***CHECK IN TIMES**

1 pm for meeting rooms/ 4 pm for lodging
Early check-in requests may be granted depending on room availability

****CHECK OUT TIMES**

Lodging- 10 am/ Meeting Rooms- 1 pm (groups not having lunch) & 4 pm (groups having lunch)
Late check-out requests may be granted depending on incoming group needs

Walker Creek Ranch Conference Center 30-day Reservation Confirmation

MEAL SERVICE

	Day 1	Day 2	Day 3	Day 4
	# of Adults/Kids (4-10)	# of Adults/Kids (4-10)	# of Adults/Kids (4-10)	# of Adults/Kids (4-10)
Breakfast	/	/	/	/
Lunch	/	/	/	/
Dinner	/	/	/	/
Special Notes on Meal Service: <div style="text-align: center; margin-top: 20px;"> PLEASE NOTE REGULAR MEAL TIMES 8:00 Breakfast / 12:00 Lunch / 6:00 Dinner </div>				

IMPORTANT DIETARY CONSIDERATIONS

Vegetarian/Vegan	Food Allergies/Special Dietary Needs
Please let us know how many people in your group require vegetarian and vegan food service. # of Vegetarian: _____ # of Vegan: _____	Please list any known food allergies and special dietary needs. Attach additional information if necessary.

SNACK AND BEVERAGE SERVICE

Please note # for service requested	Day 1	Day 2	Day 3	Day 4
Coffee Service				
AM Snack & Beverage				
PM Snack & Beverage				
Please let know the time(s) and locations you would like these services.				

Please contact the Food Service Manager to discuss Snack and Beverage options.

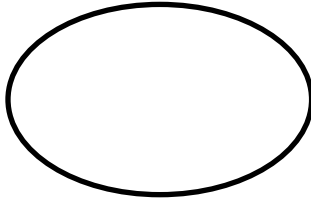
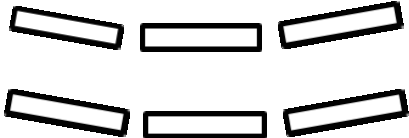
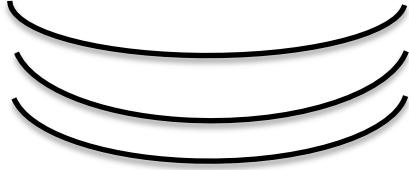
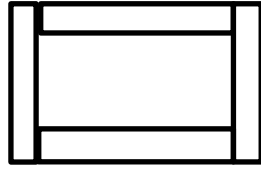

Walker Creek Ranch Conference Center

30-day Reservation Confirmation

MEETING ROOM SET-UP REQUESTS

Number of Tables: Number of Chairs:	<input type="checkbox"/> Projection Screen <input type="checkbox"/> LCD Projector <input type="checkbox"/> Sound System/Microphone <input type="checkbox"/> Easel with Pens <input type="checkbox"/> Dry Erase Board with Pens <input type="checkbox"/> Other _____
--	--

SET-UP STYLE

<input type="checkbox"/> Circle or Oval (Chairs Only) 	<input type="checkbox"/> Classroom Style 
<input type="checkbox"/> Theater Style (Chairs Only) 	<input type="checkbox"/> Board Meeting Style 
<input type="checkbox"/> Meeting Style 	<input type="checkbox"/> Custom Style (Please sketch preference)

Please arrange multiple-room set-up with the Walker Creek Ranch Conference Division

Walker Creek Ranch Conference Center

30-day Reservation Confirmation

OTHER SPECIAL SERVICES AND NEEDS

Please describe time, date and any additional details. Note that Naturalist and Waterfront activities require trained staff and can be accommodated based on their availability. As such, please arrange these activities as far in advance as possible.

Naturalist: <ul style="list-style-type: none">• Low Ropes Course• Hikes	
Waterfront: <ul style="list-style-type: none">• Swimming• Boating	
AV Equipment <ul style="list-style-type: none">• LCD/ Screen• Sound System	
Campfire	

Disabilities/Handicap Accessibility- Please list any individuals with disabilities and/or special access needs of members of your group.

Medical Conditions/ Other Special Needs- So we can provide level of service and safety, please list any medical conditions or special guest needs we should be aware of.

Walker Creek Ranch Conference Center

30-day Reservation Confirmation

TERMS OF AGREEMENT

- No reservations is guaranteed until a signed contract and 25% deposit (or approved purchase order) are received.
- If a number of participants should fall below the number guaranteed in the 30-day Reservation Confirmation, the Conference Group will be billed for the higher number. If you wish to increase you guaranteed number after the 30-day Reservation Confirmation is submitted, this will be done on the basis of space availability and no less than one week before your arrival.
- A Summary of Guests Special Needs and Program Agenda must be provided to Walker Creek Ranch 30 days prior to the conference and should be attached to this agreement.
- An Estimate of Final Bill will be calculated, based on the information provided in this 30-day Reservation Confirmation. The balance due, as shown on the Estimate of Final Bill is due and payable upon your arrival. No payments will be accepted from individual participants. There are no adjustments for late arrivals, early departures, unused rooms, or meals not taken. Please make check payable to the Marin County Office of Education/Walker Creek Ranch.
- An hourly surcharge of \$100.00 will be applied if a group remains beyond the agreed upon departure time.
- Any damages or losses to Walker Creek Ranch or unauthorized use of buildings will result in additional charges.
- Payment of all additional charges must be made within thirty (30) days of the billing date. A 1.5% monthly charge will be applied to overdue balances.
- Billing will be based on the information included in this document, or on the actual group size and services rendered, whichever is greater.

CONDITIONS OF USE

Walker Creek Ranch is a public facility owned and operated by the Marin County Office of Education. All groups that enter into this contract must agree to the following conditions:

1. Controlled and illegal substances, firearms and weapons of any kind are forbidden.
2. Alcoholic beverages and tobacco products are not allowed in the presence of students participating in school-related activities.
3. No public nudity
4. No pets (except Service and Guide dogs) are permitted.
5. All Federal, State, and local laws and regulations will be observed.

In signing this agreement, the designated group leader of the Conference Group agrees to the above terms and assumes responsibility for the payment. Please retain a copy of this document for your records.

Agency Representative

(Date)

Walker Creek Ranch

(Date)