



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

7.11

ENVIRONMENTAL EDUCATION PROGRAM CONTRACT

CLIENT NAME: **Linden Elementary Schools**

Contract # **5883**

Contract Name: **Waverly School EE Fall '14**

Coordinator: **Rask, Richelle**

Date Issued: **Aug 29, 2013**

Mailing Address: **3507 Wilmarth Rd**

Home Phone:

City/State/Zip: **Stockton, CA 95215**

Work Phone: **209-931-0735**

E-mail: **rrask@sjcoe.net**

FAX:

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 **Sep 29, 2014** Ending **Oct 3, 2014**
- b. Conference Duration: Nights **4** Meals **12**
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 45 full-time students and chaperones.
- c. A non-refundable, non-transferable deposit of \$1,850.00 is required to hold the space for the dates requested. This deposit is due on 2/15/2014 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 2/15/2014. 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 2/6/14
WESTMINSTER CAMP & CONFERENCE CENTER

Two Authorized Signatures Required:
By: [Signature] Date: 2/6/14
By: [Signature] Date: 2/12/14

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

Group: Waverly
By: [Signature]
(Teacher, Administrator, Pastor, Business Agent, Etc.)
Title: Principal Superintendent
PLEASE SIGN AND RETURN WITH DEPOSIT: