



Diocese of Oakland Youth Retreat Center, 1977 Reliez Valley Road, Lafayette, CA 94549

Mailing Address: P.O. Box 1505, Lafayette, CA 94549-1505

Phone: 925-934-5802 Fax: 925-934-0642 YouthRetreat12@gmail.com

CONTRACT

Sponsoring Group: _____ **Day Phone:** _____

Coordinator: _____ **Cell Phone:** _____

Address: _____ **Email:** _____

Arrival Date: _____ **Arrival Time:** _____

Departure Date: _____ **Departure Time:** _____

Weekend _____ **Overnight** _____ **Weekday Day Use** _____ **Weekend Day Use** _____
(2 nights minimum) (up to 24 hours) (8 hours) (8 hours)

Deposit Amount: _____

	Weekend	Overnight	Weekday Day Use	Weekend Day Use
Fees	\$90.00 per person	\$45.00 per person	\$350	\$500
Kitchen	Included	Included	\$35 per day	\$35 per day
Deposit	\$500.00	\$250.00	\$200	\$200
Cleaning Fee	\$200.00	\$200.00	\$125.00	\$125.00

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

Pool Use (closed Oct. - May): _____ **Yes** _____ **No**

*Prior permission from Retreat Center Manager and Red Cross Certified Lifeguard furnished by sponsoring group required before pool use.

Kitchen use: _____ **Yes** _____ **No**

Minimum guaranteed attendance (including leaders)*: _____

*For weekend and overnight, minimum guaranteed attendance must be at least 25. If participation falls below provided number, the sponsoring group agrees to pay the minimum number guaranteed. Retreat Center capacity is 60 people (including leaders). Completed participation roster must be returned upon arrival.

This contract must be accompanied by a deposit according to the length of your stay. Signed contracts and deposit must be returned within 14 days of booking. If contract and deposit are not returned within 14 days, booking may be forfeited and given to another group. If invoice is not paid within 30 days of issue date, sponsoring group is subject to a late fee. Please make the deposit out to Oakland Diocese Youth Retreat Center.

Return contracts and deposits to Oakland Diocese Youth Retreat Center, P.O. Box 1505 Lafayette, CA 94549-1505, Attn: Tim O'Hara.

SIGNATURE REQUIRED ON BOTH PAGES OF THIS CONTRACT.

Signature of Sponsoring Group Representative

Date

Signature of Diocesan Retreat Center Manager

Date



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The sponsoring group shall leave the facility in a clean and orderly condition. If any alterations were allowed, the sponsoring group must restore the facility to original condition and will be responsible for any damage caused by its representatives or participants. A cleaning charge up to \$500 will be included in the final billing if the facility is not left clean.

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, et al., and all their Officers, Agents and Employees (i.e. the Diocese of Oakland) from and against all liability, loss, or damage whatsoever, 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, et al., 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 (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, et al (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 guests to enjoy the benefits of the center. Towards that end, we expect that all guests adhere to the same standards and behavior expectations outlined in their school handbook.

Important Details:

1. No one is permitted in the pool area without prior approval from the manager. Pool will be open June-September.
2. No food or drink is to be consumed outside of the dining area.
3. Candles must be used carefully and must not be left unattended.
4. Spills (including wax) or damage to carpets will result in cleaning or replacement charge.
5. No animals or pets (domestic or exotic) are permitted at retreat center.
6. Outside quiet time is between 10:00 pm – 9:00 am. Please be considerate of our neighbors.
7. Cabin keys will be assigned upon receipt of participant roster.
8. For the safety of our youth, this is a smoke free facility.

The sponsoring group or responsible person signing this contract agrees to the above terms and assumes responsibility for payments as well as payment for damages or losses to the Retreat Center property caused by program participants.

Sponsoring Group: _____ Coordinator: _____

SIGNATURE REQUIRED ON BOTH PAGES OF THIS CONTRACT.

Signature of Sponsoring Group Representative

Date

Signature of Diocesan Retreat Center Manager

Date