



November 4, 2019

Ukiah Unified School District  
Lisa Mack  
490 Kennwood Dr  
Ukiah, CA 95482

Greetings Lisa,

Thank you for choosing Westminster Woods! Enclosed, please find a contract and invoice for your upcoming program "Ukiah Independent 2019 - Rescheduled". To secure your reservation, please send a signed contract and deposit by 12/05/2019.

Additionally, a Certificate of Liability Insurance is due at your earliest convenience or at least one month prior to arrival. Please ensure that Westminster Woods is listed as additionally insured for the dates of your program (12/09/2019 to 12/09/2019).

Thank you for taking the time to review our contract language which was updated in March 2019. Notably, final payment is now due 30 days after arrival. A final invoice reflecting your final participant numbers will be emailed to the Trip Coordinator within 2 weeks of departure. If you have any questions about our new contract language, please do not hesitate to reach out to me by email or phone.

We look forward to hosting Ukiah Unified School District students this year!

Best regards,

Paige 'Granite' Dulberg  
School Programs Logistics Coordinator  
logistics@westminsterwoods.org  
(707) 874-2426 ext. 623

**WESTMINSTER WOODS PROGRAM PAPERWORK:**

- 1) Contract, deposit, and Certificate of Insurance [mailed semester prior] [due after 1 month]**
- 2) Pre-Trip Questionnaire [emailed 8 weeks prior] [due 6 weeks prior].**
- 3) Trail and Cabin Worksheet(s) [emailed 3 weeks prior] [due 2 weeks prior]**
- 4) Final payment [invoice emailed 1 week prior] [due upon arrival]**
- 5) Medical Information Form for all participants available online [due upon arrival]**



## 2019 – 2020 SCHOOL PROGRAMS RATES

### *Fall and Spring*

September – October & March – June

<b>Length of Program</b>	<b>Student Rate</b>	<b>Chaperone Rate*</b>
1 day	\$64	\$0
2 days, 1 night	\$179	\$136
3 days, 2 nights	\$267	\$199
4 days, 3 nights	\$332	\$252
5 days, 4 nights	\$379	\$285

### *Winter*

November – February

<b>Length of Program</b>	<b>Student Rate</b>	<b>Chaperone Rate*</b>
1 day	\$58	\$0
2 days, 1 night	\$161	\$122
3 days, 2 nights	\$240	\$179
4 days, 3 nights	\$299	\$227
5 days, 4 nights	\$341	\$256

### *Teachers*

We require at least one teacher per school. One teacher per class (approximately 20 students) may attend without charge. All additional teachers and school staff will be charged at the chaperone rate. Teachers will be provided with separate housing from the students and may share a house with teachers from other attending schools.

### *High Ropes Challenge Course*

If available, high ropes can be added to your program at an additional cost of \$5.50 per student per half day of high ropes.

### *Pool*

Recreation time pool reservations must be made one month prior to trip. This seasonal option is available mid-April through mid-October. Please check with the Logistics Coordinator for specific dates. Schools may be combined during pool time. Westminster Woods will provide lifeguards.

<b>Number of Students</b>	<b>Pool Rate</b>
Up to 50 students	\$120
51-75 students	\$180

All participants must bring a sack lunch on arrival day.

Single day programs have a 9:30 arrival time and 4:30 departure time.

Multi-day programs have a 10:00 arrival time and 1:00 departure time on the final day. Rates include cabins, one meeting room, meals beginning with dinner on the first day, and programming.

Schools must pay for a minimum of 12 student participants.

\*The chaperone rate is based on an 8:1 ratio. Chaperones above the 8:1 ratio must be pre-approved by Westminster Woods and will be charged the student rate.

*Annual rate increases of approximately 5% can be expected to accommodate minimum wage changes.*



## SCHOOL PROGRAMS CONTRACT

**Contract Name** Ukiah Unified School District  
**Client Name** Ukiah Independent 2019 - Rescheduled  
**Program Coordinator** Jonathon Dewey  
**Billing Coordinator** Lynn Adams  
**Contract #** 737621  
**Date Issued** 11/04/2019  
**Deposit Amount** \$400.00  
**Deposit Due** 12/05/2019  
**Address** 490 Kennwood Dr  
**City / State / Zip** Ukiah/CA/95482  
**Email** lmack@uusd.net  
**Work Phone** 707-489-9338

### 1. Program Arrangements

**a. Program Dates** Arriving: December 9, 2019 Departing: December 9, 2019  
**b. First and Last Meals** First Meal: None Last Meal: None  
**c. Attendees** Students: 30 Chaperones: 3 Teachers: 2

### 2. Guarantee/Finances

- a. Client understands that a non-refundable, non-transferable deposit is required to hold the space for the dates listed above.
- b. Client understands and agrees that they will sign and date this agreement and return the original signed copy along with the deposit by the deposit due date listed above.
- c. Client understands that if the signed contract and deposit are not received at Westminster Woods by the deposit due date listed above, Westminster Woods shall be free to release the dates listed above for booking by other groups.
- d. Client understands that the full cost of the program will be specified in an invoice. Client agrees to pay the total amount specified in the final invoice.
- e. Client will submit a Certificate of Insurance with Westminster Woods named as "additionally insured" at least one month prior to program arrival date.
- f. If different than 1c above, Client will provide final numbers of expected students, chaperones, and teachers to Westminster Woods at least one month prior to program arrival date.
- g. With less than one month until program arrival date, Westminster Woods can accommodate a change of up to 10% from the final student numbers. If Client brings more students, Client will be financially responsible for the additional attendees. If Client brings fewer students, Westminster Woods may reduce the final invoice by as many participants, or no more than a 10% reduction in student numbers, whichever is less.
- h. Client will provide final, complete attendance information on arrival day.
- i. Client agrees to issue final payment within 30 days of program start date 01/08/2020.
- j. If the final payment is not received within 30 days of program start date client agrees to pay 2% interest per month for any unpaid balance.
- k. If Client is not underwritten by any formal organization, the undersigned agrees to be held individually responsible for the financial obligation in final invoice.

### 3. Cancellation

- a. If cancellation of this event is necessary on or before 09/10/2019, the deposit will be forfeited.
- b. If cancellation occurs after 09/10/2019, Client is responsible for the full invoiced amount.
- c. If cancellation occurs due to a force majeure such as fire, flood, or other natural disaster, Client will have the option to reschedule a future program. Any payments will be applied to the rescheduled program.

### 4. Expectations

- a. Client understands 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.
- b. Client agrees to follow all protocols, trainings, and safety regulations provided by Westminster Woods.
- c. Client agrees that any injury-causing accidents will be reported immediately to the Westminster Woods staff person on duty.
- d. If necessary, Client is responsible for providing a vehicle and qualified driver for transporting participants to a local medical facility.
- e. Westminster Woods reserves the right to remove anyone at any time from the facility.
- f. Westminster Woods is not responsible for loss or damage to any valuables or vehicles while on the premises.
- g. Client is responsible for all damage to Westminster Woods property caused by individuals within their group.

### 5. Indemnify and Hold Harmless

- a. Client agrees to indemnify and hold harmless Westminster Woods, its officers, agents, and employees from and against any claims, demands, loss of 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 client, as a result of or arising out of the sole negligence of the guest group, its officers, agents, students, employees, or guests.
- b. Westminster Woods agrees to indemnify and hold harmless the client, its officers, agents, students, employees, or guests from and against any and all claims, demands, loss of liability of every nature, for injuries to persons or property (either or both), occurring in or about or in any way connected with Westminster Woods and its use by the client, as a result of or arising out of the sole negligence of Westminster Woods, its officers, agents, employees, or guests.
- c. In the event of any claims, demands, loss or liability arising out of the negligence of both the guest group and Westminster Woods, each party shall be responsible, including reasonable attorney's fees and costs, based upon its proportionate share of negligence.

I have read this agreement and agree to be bound by the terms herein:

School Authorized Representative Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

Group Name: Ukiah Independent 2019 - Rescheduled

Westminster Woods Representative Name: Chris Rhodes Title: Executive Director

Signature:  \_\_\_\_\_ Date: 11/04/2019

# Westminster Woods Camp and Conference Center

6510 Bohemian Highway

Occidental, CA, 95465

(707) 874-2426

Ukiah Unified School District

Lynn Adams

511 S Orchard Ave

Ukiah, CA 95482

## Invoice

November 4, 2019

### Charges

Ukiah Independent 2019 - Rescheduled: 12/9/2019 to 12/9/2019

Date	Description	Total
11/04/2019	(30 @ \$58.00) Student, 1 day program, winter	\$1,740.00
11/04/2019	(30 @ \$5.50) Student, high ropes fee	\$165.00
11/04/2019	(2 @ \$0.00) Teacher	\$0.00
11/04/2019	(3 @ \$0.00) Chaperone, 1 day program, winter	\$0.00

**\$1,905.00**

### Payments

<b>Total Charges:</b>	\$ 1,905.00
<b>Total Payments:</b>	\$ 0.00
<b>Amount Due:</b>	<b>\$ 1,905.00</b>

### TERMS:

To secure your reservation, a deposit in the amount of \$400.00 is due by 12/05/2019.

Final payment is due within 30 days of program start date by 01/08/2020.

On your payments, please include contract number 737621.

Westminster Woods can apply discounted fees at a ratio of 1 chaperone for every 8 students and 1 teacher for every 20 students. Additional chaperones and teachers must be preapproved by Westminster Woods and will be charged a corresponding fee.