

BLACK MOUNTAIN RETREAT CENTER
(managed by the Padmasambhava Peace Institute)

RENTAL TERMS AND POLICIES

IMPORTANT:

Please read these Terms and Policies carefully. Signing the Rental Agreements is taken as evidence that you have read, understood and agreed to the arrangements and conditions detailed below.

In the event of any queries regarding these Terms/Policies, please contact us for clarification.

1) MAKING A RESERVATION

a) **Black Mountain Retreat Center (BMRC) staff will be pleased to discuss your event requirements with you, and to arrange a tour of the center.** If you cannot find the information you need in these Terms and Policies or on the website, please feel free to call us on (707) 632 5629 or email reservations@blackmountaincenter.com.

b) **To confirm your reservation, please download and complete Rental Agreement Part 1. Ensure that your estimate of group numbers is as accurate as possible. Send to the booking manager at BMRC together with TWO checks made out to “PPP”.** The two checks are for:

i) a **reservation deposit** (of which \$500 is non-refundable) based on event length:
1-7 days...\$500
8-14 days...\$1500

ii) a **\$300 security deposit**, fully refundable (to cover breakages/damage).
Note: in the case of inadequate registrations that do not meet our required minimums, all or part of this deposit may not be returned (see ‘GROUP SIZE’ clause below).
At BMRC’s discretion, a larger security deposit may be required for self-catering groups or groups with young adults or with more than 50 people.

c) **BMRC will confirm your reservation upon receipt of the Rental Agreement Part 1 and successful processing of your deposit payments.** We will countersign the Agreement and return a copy to you for your records.

d) **Rental Agreement Part II needs to be completed and returned to BMRC 14 days before the event, together with a certificate of liability insurance.** The Agreement includes the final commitment of group numbers, rooms to be used, and details of any individuals’ medical conditions or dietary restrictions etc. We cannot guarantee catering to special diets without the 14 days’ notice. The ayurvedic diet option requires two months’ notice.

GROUP SIZE: The minimum group size for an event at Black Mountain Retreat Center is 14 people in the Tara House or 18 in the Manzanita Rooms, or an equivalent combination thereof. See part 4) c) CANCELLATIONS / Insufficient Registrations below for information on what happens if your numbers fall below these minimums. Because insufficient numbers mean the Rental Agreement is not being fulfilled, BMRC reserves the right to retain the reservation deposit and possibly all or part of the security deposit if your group number falls below these minimums. **Also, for groups with above minimum numbers, if your final registrations are 25% or more below the estimate in Rental Agreement Part 1, we reserve the right to charge the group for 80-90% of the original estimate. Please therefore give a realistic estimate in Rental Agreement Part 1.**

For groups of fewer than 25 people, BMRC reserves the right to book a concurrent event on the property, and to arrange for meals to be served at the same time.

2) PAYMENT

Upon arrival, full payment of the estimated balance is required, together with Rental Agreement Part II. Payment can be by check or credit card, with checks payable to 'Padmasambhava Peace Institute' or 'PPI', and with your group name on the memo line.

The final bill will be calculated by a BMRC staff-member together with the group coordinator.

3) PENALTIES FOR PAYMENT DEFAULTS:

a) There is a **\$25 charge per incident for any bounced check** made out to us.

b) Late payment penalties

For payment due after the end of an event, the following charges are applied:

- 30-60 days late – 15% on top of the unpaid balance
- 60 or more days –20% on top of the unpaid balance

4) CANCELLATIONS AND REFUNDS

a) **Cancellation of an event by the organizers must be made by phone AND in writing** (email or fax are also acceptable). We will acknowledge this notice within 24 hours; if you do not hear from us, please attempt to contact us again, in case the message somehow did not get through.

b) Refunds in the event of cancellations:

We understand that plans can change. However, when a group cancels just weeks before an event, it can be difficult to replace that booking. Consequently we have the following policy to minimize the financial loss we experience when a group chooses to cancel:

Fewer than 90 days before the start of the event, BMRC retains the reservation deposit.

More than 90 days before the start of the event, the \$300 security deposit is refunded, plus part of the reservation deposit. If the reservation deposit was \$500, \$200 will be returned. For reservation deposits of more than \$500, \$500 will be retained and the rest returned.

c) Insufficient registrations:

The **minimum** group size for an event at Black Mountain Center is **14** people in Tara House or 18 in the Manzanita Rooms. If within 15 days of your event start date you are not meeting the contracted minimum, ie you have fewer than **14/18** total participants, you have two choices:

1) Cancel your event and forfeit your reservation deposit and possibly part of your security deposit.

2) Continue with your event, but pay for 14/18 people even if fewer attend. The make-up payment will be charged at the current rate per **person** for each 'empty' space they were intended to occupy. Full payment for **14/18** people will be due before or on arrival, without any exceptions, or the difference will be taken from the security deposit.

Note also that for the event to continue, the dining options will possibly default to vegetarian meals, at times set by Black Mountain Center.

Also, for groups above the minimum numbers but with final registrations 25% or more below the estimate in Rental Agreement Part 1, we reserve the right to charge the group for 80-90% of the original estimate. Please therefore give a realistic estimate in Rental Agreement Part 1.

We regret that we are unable to transfer deposits to alternative dates.

Please contact Black Mountain by email or fax to confirm that you will need to cancel or make up payments for insufficient registrations, as soon as you are aware of the situation, and no later than 14 days before the event start date.

5) SECURITY DEPOSIT AND DAMAGES

We request that any breakages or damage to BMRC property are promptly reported to a member of staff for inspection. This is for safety reasons as well as to assess the need for any repairs.

Deductions will be made in the case of certain breakages or damage, or cancellations per section 4c)2) above, or if a group makes unauthorized use of unreserved rooms, beds or other facilities during their stay, incurring a cleaning or other fee of \$35-\$150.

The security deposit of \$300 is held for two weeks after the event to cover any such charges. Self-catering and large groups – extra security deposit by arrangement with the reservations manager.

5) ACCOMMODATIONS AND MEETING ROOMS

ROOMS	NOTES
Tara House Suite max 2 adults + child; queen bed with private bathrm, living rm, terrace/picnic area	<i>Kitchen with refrigerator, microwave, meeting table can be rented for \$15/day. The suite living room accommodates up to 8 people for a meeting. Furniture should not be moved.</i>
Tara House Private Rooms 8 rooms for single or double accommodation; shared bathrm	<i>Kitchen (table seating 10) is included in rental if all of Tara House rooms are rented, and then refrigerator and / or microwave can be used for drinks and cold snacks.</i>
Little Oak Room Bed/s for 1-3 persons, shared bathrm next door	<i>Easy access to the Live Oak meeting room. No shower access; Little Oak guests will need to use Tara House or dorm showers</i>
Manzanita Rooms up to 72 beds in 6 rooms, shared bathrooms. Rooms can be allocated by gender, couples, mixed etc as requested by the group Women’s bathroom includes one toilet and one shower stall modified for a wheel-chair user.	<i>Rooms are carpeted and heated. No bunk beds. Each bed comes with a bottom sheet only, no pillows. Guests may only make use of the bed-space (bed/table/wall-/hooks) assigned them; charges may be applied for use of unreserved beds, eg for luggage storage. For guests renting BMRC linens, the package comprises: sheet set, pillow and pillow-case, blanket/quilt. On departure, guests are requested to remove the bottom sheet and return rented linens to designated areas. Towels and washcloth available for additional charge.</i>
Live Oak Conference Room up to 100 people 1125 sq ft (45’ x 25’)	<i>Cost includes seating for 100. Other items available on request, some for a charge – see rental list in Rental Agreement II.</i>

Redwoods Meeting Room up to 40 people 570 sq ft (30' x 19')	<i>Cost includes seating for 40. Other items available at extra charge – see rental list.</i>
Tara House Living Room up to 8 people	<i>Available for rent as a meeting space. Furniture should not be moved.</i>
Little Oak Room ONLY IF NOT USED AS BEDROOM	<i>Ideal for small groups or for interviews.</i>

6) MEALS AND CATERING

We offer delicious, nutritious vegetarian meals with plenty of fresh fruit and vegetables. Beverages (tea, coffee) are always available, and fruit, bread, peanut butter and jam are set out in the dining room on arrival, departure and after dinner. A small refrigerator and microwave are provided for guests' use. AT NO TIME MAY FOOD BE TAKEN TO DORMS OR MEETING ROOMS. This is to avoid insects and animals being attracted to those areas.

For **self-catering** arrangements, please speak to the Reservations Manager. We have a large, fully-stocked commercial kitchen with plenty of work surfaces.

The kitchen area is strictly for staff access only. Please ask for assistance from a member of BMRC staff if you need something for the dining hall. Guests may not enter the kitchen or pantry to collect items. The kitchen may not be used to prepare individual meals at any time.

Prices per person are charged on the basis of three meals per day, regardless of whether someone misses a meal.

There is a \$5 surcharge per person per day for groups requesting **meat dishes**. One meat dish will be served daily.

Special diets:

IMPORTANT --

Group organizers are asked to notify us at the time of booking in advance of the meal choices for their group:

- **standard vegetarian**
- **G/F and vegan options**
- **organic ayurvedic** (surcharge, whole group only, 2 months notice needed)
- **organic options** (surcharge, whole group only, 1 month notice needed)
- **meat** (surcharge, 1 month notice needed)

For ALL groups we need exact numbers for G/F or vegan requests on page 4 of the Rental Agreement Part II at least 14 days before their event, plus any restrictions due to medically-recognized allergies or conditions.

Please note the following information, and be sure to share with your group members as soon as they register, and remind them again before the event. Thank you!

While Black Mountain Retreat Center cannot cater to dietary restrictions based on individual preferences, the center is very concerned to take into account restrictions based on serious **allergies** or other **medical conditions** such as diabetes. To best accommodate everyone's health needs, retreatants should inform the registration manager / coordinator as early as possible of their allergies or G/F and vegan requests.

BMRC regrets they are unable to accommodate people with life-threatening allergies to peanuts or tree-nuts, or with nightshade allergies.

Individuals following very specific diets, e.g. raw food, paleo or juice only, should bring their own extra foods and use dining-hall fridge for storage. Foods may not be stored in the sleeping areas.

There are no discounts offered due to individual dietary variations.

7) SHOPPING AND SUPPLIES

Due to the somewhat secluded setting of the Retreat Center, it is important for groups to plan ahead and shop in advance for whatever they will need during their event that is not included in the rental charges. We are happy to help with shopping in advance of an event, provided enough notice is given and subject to a handling charge. Please contact the booking manager on (707) 632 5629 or by email at reservations@blackmountaincenter.com to discuss your requirements.

Once your group's event has started, we are only able to pick up extra items depending on staff availability and subject to incidental charges.

Although we have an **on-site store** selling items such as toiletries, flashlights, raincoats and stationery supplies, we suggest group members bring their own items when possible.

8) MEDICAL AND MOBILITY ISSUES

As a non-profit organization operating on a property 50-60 years old, we do not have **disabled access** for all our buildings. Also, our center is in a remote area with rustic facilities. We do have some modifications in place to assist a wheelchair user to access certain areas, but please be sure to discuss options with us right away if you have questions about disabled access, or anticipate people with mobility issues wanting to attend the event.

A folder containing emergency contact information for local hospitals and services is available in the office.

An **AED (automated external defibrillator) is available on-site**; on arrival your group will be shown where it is located. Training is NOT needed to use this equipment, but a staff member must be notified ASAP of any emergency involving use of the AED. First Aiders trained in CPR/AED use may take over as necessary in a cardiac incident.

9) NIGHT-TIME EMERGENCIES

Each group must have a designated **night-time emergency contact person** whose name and sleeping place is known to both BMRC staff and the group, and who is listed in the Rental Agreement Part II. In the event of a night-time emergency, first dial 911 if necessary, then wake up a member of staff. Only the night-time emergency contact should go to the staff house and wake the BMRC staff member who is handling emergency issues.

The group's night-time contact person is also responsible for greeting guests who arrive for an event at the property after 8pm and who need to be shown their rooms.

10) INTERNET ACCESS & CELL-PHONE USE

Wireless internet access is available without charge, but because BMRC uses a satellite service, we have restrictions on bandwidth use.

Guests may not at any time download or upload large files of any kind, including digital photos, videos, mailing list attachments etc. We hope that group coordinators and members will understand and respect the usage limitations that BMRC's beautiful but remote location necessitates. **Event coordinators are required to clarify these details with their group, and to discuss in advance internet usage plans with the group and BMRC staff.**

As of 2016, the only cell-phone services working at our center are T-Mobile or MetroPC. For other providers, please drive to the top of the entrance, turn right and go to the turn-out on the left about 1/16 mile down the road.

11) MEDITATION ROOM

The meditation-room at Black Mountain Retreat Center is central to the residential community's life here. **Guests are most welcome to visit our meditation room while BMRC residents are using it: 5.30pm Mondays, 7-8am and 6-7pm Tuesday-Saturday, and 9.30am-noon Sundays** and to sit for some or all of the group practice.

We do not mind if visitors wish to come and go during our puja times, and you are welcome to sit on a chair if you cannot sit on the floor. Children with adult supervision are welcome and can also use the play-area at the back of the shrine-room while remaining supervised.

We ask that visitors respect the meditation room as a sacred space and do not handle instruments, ritual objects or items on benches and shrine, and do not step over benches or instruments.

Please do not enter the meditation-room unaccompanied at any other time. For a **guided tour**, please speak to a member of staff.

12) READING MATERIALS

Guests are most welcome to borrow books or magazines as long as they are returned before departure. The retail value of any missing items will be deducted from the group's security deposit.

13) INSURANCE AND LIABILITY

All groups must have a **Certificate of Liability Insurance** naming 'Padmasambhava Peace Institute' as additional insured. To arrange this, call your own insurer and request one. If you do not have an insurer, try www.theeventhelper.com. (tel. 855-493-8368) for low-cost single-event coverage.

Also, all guests visiting BMRC for any period of time are required to sign a **Liability Release Form**. This should be downloaded and read before the event starts, with signed copies being handed to BMRC on arrival. Children under 18 must have a parent or legal guardian sign for them.

14) GENERAL

The use of recreational drugs is not tolerated at BMRC, and those found in possession of or using drugs will be reported to the police and/or asked to leave the event immediately.

The use of tobacco products is strictly prohibited at BMRC. Guests who wish to smoke are required to drive up to the main road (Fort Ross Rd) to do so, or to walk to a pre-designated smoking area on the driveway, and to fully extinguish butts and safely dispose of them in their car or in outdoor dumpsters (please do not use trashcans in our buildings). People ignoring this rule will be asked to leave.

The possession or use of firearms, BB guns or any other weapons mock or genuine is strictly prohibited at BMRC, and anyone found in possession thereof will be required to leave at once.

Please note BMRC is not licensed to serve **alcohol**.

BMRC is located in a **high fire risk area**. Candles, incense or fires of any kind are not allowed anywhere on the property or in the buildings without explicit permission of staff. Camp-fire (using BMRC fire-pit) by advance arrangement only, and is available year-round. Please supply your own starter, kindling and fire-wood.

We are a child-friendly center; children are welcome but must be under the supervision of a responsible adult at all times. BMRC staff are not able to provide baby-sitting or child-watching services.

We regret that **pets** are not allowed at BMRC. Bona-fide service animals meeting ADA behavioral guidelines (ie under proper control at all times, no soiling, aggression etc) are always welcome, but we require prior notice thereof so that accommodation can be planned in a way that helps any guests with fur/hair allergies. Please discuss any such issues ahead of time with the reservations staff.

Guests are advised to not hike alone, off marked trails, or onto neighboring properties. BMRC accepts no responsibility for guests who lose their way and/or injure themselves while hiking.

To keep BMRC as a beautiful and nurturing place, we ask that visitors have consideration towards other guests, staff and the environment and its inhabitants. We observe a policy of trying to **avoid harming others**, including not killing any form of wildlife, however small. Please report any rattle-snake sightings to a member of staff immediately.

The Black Mountain Retreat Center welcomes guests regardless of race, nationality, spiritual tradition, age, class, ability/disability, gender identification or sexual orientation.