

Dear Meeting Planner,

Thank you for choosing Westerbeke Ranch Conference Center for your upcoming retreat. Over and above the expense of a well-planned conference, it is our hope that the best gift you can receive from us is being in a peaceful, safe and natural setting, with time for introspection and communication.

Enclosed you will find your "Reservation & Payment Contract" confirming your reservations, the deposit due date(s) and the deposit amount(s). Please note that after you have made your deposit, your remaining balance is to be paid before departure. Your group will have an open invoice during your stay for any supplemental charges and taxes.

Westerbeke Ranch requires, that you read, sign and return a copy of the enclosed "Statement of Responsibility" with your deposit. We also require a "Certificate of Insurance" from your homeowners, workers compensation or business insurance company, listing Westerbeke Ranch as the "Additional Insured." Contact your insurance company and have them mail or fax us a copy prior to your arrival. Your participants will be required to read, sign and return to you a copy of our "Release and Waiver of Liability and Indemnity Agreement." These forms can be handed in to the office on your arrival day.

A "Meeting Planners Guide" and "Meeting Planners Checklist," is enclosed to coordinate the office and yourself with the planning of your conference. This checklist contains details that should be reviewed. Also enclosed is a blank "Room Assignment Sheet" to complete as well as an "Equipment Rental Information" form for ordering.

It is important to read the "Policies for Ranch Use" handout to answer any questions you may have regarding Ranch procedures and please use it as a guideline to help convey our concerns to your participants prior to their arrival. We strongly recommend that you make copies of this sheet for each participant, as it explains most of our policies and general information. Also include copies of the "Travel Directions" for participants. Please remind participants to not arrive earlier than your contracted arrival time, to not linger past the listed departure time, and to be sure to vacate their bedrooms by 10:00 A.M. on your last day.

We would like to add that you are in the position of liaison between Westerbeke Ranch and the participants in your group as outlined in the "Statement of Responsibility." We find that guests enjoy their stay much more, when they know what to expect before they arrive. Please provide this information for them accordingly. As mentioned in the "Meeting Planners Checklist," it is imperative to confirm with Westerbeke Ranch, whether anyone in your group is disabled.

All of our forms and supporting paperwork can be accessed through our website www.WestRanch.com From our homepage, click "Rates & Details" and once there, look under "Booking Documents." It's sometimes more efficient for participants to read and print their own "Policies for Ranch Use & Grounds Map" and "Travel Directions." They can also print, read and sign the "Release & Waiver of Liability" forms then just bring and turn them in to you on your arrival day. Once gathered, you can bring them to the office. Be sure that your head counts match the number of waivers you're turning in and we have blank ones in the office.

We are here to help you with these steps, please call us if you need assistance. Again, thank you for choosing Westerbeke Ranch for your upcoming retreat.

Enclosures:

Reservation & Payment Contract	Statement of Responsibility
Meeting Planners Guide	Meeting Planners Checklist
Room Assignment Sheet	Equipment Rental Information
Additional Meal Selections	Policies for Ranch Use & Grounds Map
Release & Waiver of Liability	Travel Directions

Sign and return the following:

Reservation & Payment Contract	Statement of Responsibility
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Make and give copies of the following to your guests:

Travel Directions	Policies for Ranch Use & Grounds Map
Release & Waiver of Liability	

Request that you insurance carrier mail or fax us:

Certificate of Insurance

If your group would like additional meals, other than Breakfast, Lunch & Dinner, you can order them from:

Additional Meal Selections

Thank you!