

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

**RENTAL TERMS AND POLICIES**

*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, please do not hesitate to contact us for clarification.*

1) MAKING A RESERVATION

a) **BMP Retreat Center staff will be pleased to discuss your event requirements with you, and to arrange a tour of the center if you wish.** 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](mailto:reservations@blackmountaincenter.com).

b) **To confirm your reservation, please download and complete Rental Agreement Part 1 and send to the booking manager at BMP together with TWO deposit checks:**

i) a **reservation deposit** (of which \$500 is non-refundable) based on event length:

1-7 days...\$500

8-14 days...\$1500

15-22 days...\$2500

ii) a \$300 **security deposit**, fully refundable (to cover breakages/damage)

Note that for groups of less than 30 people, BMP reserves the right to book a concurrent event on the property. (An EXCLUSIVITY FEE is applied for small groups wishing to rent BMP for their exclusive use during high season – please discuss with staff.)

c) **BMP 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 BMP 14 days before the event, together with final payment and a certificate of liability insurance.** The Agreement includes the final estimate of group numbers, and details of any individuals' medical conditions or dietary restrictions. We cannot guarantee catering to special diets without the 14 days' notice.

## 2) PAYMENT

**Full payment of the estimated balance is required 14 days before the event starts, together with Rental Agreement Part II.** Payment can be by check or credit card, with checks payable to ‘Padmasambhava Peace Institute’.

The final bill will be calculated at the end of the event by a BMP staff-member together with the group coordinator.

### PENALTIES FOR PAYMENT DEFAULTS:

a) There is a **\$25 charge per incident for any bounced check** made out to ‘Padmasambhava Peace Institute’.

#### **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

## 3) 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.

#### **b) Refunds in the event of cancellations:**

Less than 90 days before the start of the event, no refund will be made.

More than 90 days before the start of the event, total deposit minus \$500 will be refunded. If the retreat deposit is only \$500, \$200 will be refunded.

c) There is a **\$10 per person ‘no show’ fee** to cover food wastage costs if:

i) a group cancels one to ten days before the scheduled start of an event (in addition to any loss of reservation deposit); or

ii) the actual number of attendees is 75% or less of the estimate in Rental Agreement II.

## 4) SECURITY DEPOSIT AND DAMAGES

We request that any breakages or damage to BMP 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.

The security deposit of \$300 is held for two weeks after the event to cover any damage.

## 5) ACCOMMODATIONS AND MEETING ROOMS

ROOMS	NOTES
<p><b>Tara House Suite</b> max 2 adults + child; king bed with private bathrm, living rm, terrace/picnic area</p>	<p><i>Kitchen has microwave and refrigerator. Rental is \$15/week. The suite living room accommodates up to 16 people for a meeting. Furniture should not be moved.</i></p>
<p><b>Tara House Private Rooms</b> 9 rooms for single or double accommodation; shared bathrm</p>	<p><i>Kitchen (table seating 12) only available if all of Tara House is rented. Refrigerator and / or microwave can be used for drinks and cold snacks.</i></p>
<p><b>Manzanita Rooms</b> up to 86 beds in 6 rooms, shared bathrooms, divided as follows: 1) sections a, b, c and d with 3 beds each, singles and doubles available; max. 12 2) open floor plan; max. 17 3) 4 semi-private rooms, open space for 7 more beds; max. 16 4) open floor plan; max. 17 5) and 6) are available as open plan for a total of up to 24 beds</p>	<p><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 BMP 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></p>
<p><b>Live Oak Conference Room</b> up to 100 people <i>1125 sq ft (45' x 25')</i></p>	<p><i>Cost includes seating for 100. Other items available at extra charge – see rental list in Rental Agreement II.</i></p>
<p><b>Redwoods Meeting Room</b> up to 40 people <i>570 sq ft (30' x 19')</i></p>	<p><i>Cost includes seating for 40. Other items available at extra charge – see rental list.</i></p>
<p><b>Tara House Living Room</b> up to 10 people</p>	<p><i>Available for rent as a meeting space. Furniture should not be moved.</i></p>

## 6) MEALS AND CATERING

We offer delicious, nutritious meals with plenty of fresh fruit and vegetables. Beverages (tea, coffee) and snacks are available all day in the dining-room. A small refrigerator and microwave are provided for guests' use.

**The kitchen area is for staff access only.** Please ask for assistance from a member of BMP staff if you need something for the dining hall.

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.

For **self-catering** arrangements, please speak to the Reservations Manager.

### **Special diets:**

Group organizers are asked to identify any special diets group members may have, e.g. vegan, and to give all this information on page 4 of the Rental Agreement Part II. Also, BMP staff are very concerned to take into account dietary restrictions based on **allergies** or other **medical conditions** such as diabetes, but we regret we cannot cater to restrictions based on personal preference. Individuals following very specific diets, e.g. raw food or juice only, should bring their own extra foods (and use small dining-hall fridge). The kitchen cannot be used to prepare individual meals. We do not offer discounts based on individual dietary variations.

## 7) SHOPPING AND SUPPLIES

Due to the somewhat secluded setting of the Preserve, 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](mailto: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

Due to the secluded location and rustic facilities of BMP, organizers and guests should be sure to discuss any special requirements or limitations prior to coming to the center.

A folder containing emergency contact information for local hospitals and services is posted on the office bulletin board.

## 9) NIGHT-TIME EMERGENCIES

Each group must have a designated **night-time emergency contact person** whose name and sleeping place is known to both BMP staff and the group, and who is listed in the Rental Agreement Part II. In the event of a night-time emergency, 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 BMP staff member who is such 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

**Wireless internet access** is available without charge, but because BMP 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. Also, it is not possible for more than 8 people at a time to go online. We hope that group coordinators and members will understand and respect the usage limitations that BMP'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 BMP staff.**

If BMP's satellite service is restricted as a result of bandwidth use being exceeded by a group (we monitor this online), we will deduct the monthly ISP service charge (\$80) from the group's security deposit. For more information on Wild Blue's Fair Access policy relating to upload/download, please see [www.wildblue.net/legal/fair.jsp](http://www.wildblue.net/legal/fair.jsp).

For cell-phone reception, please drive to the top of the entrance, turn right and go to the turn-out 1/16 mile down the road, or to the white house a little further on.

## 11) MEDITATION ROOM

Guests have access to our meditation room, which is used daily by staff. We ask visitors to respect the meditation room as a quiet space and to not touch items on benches and shrine. Please do not use as a meeting-space or for hatha yoga or any other kind of physical exercise.

## 12) BOOKS

Guests are most welcome to borrow books or magazines as long as they are returned before departure. Guests will be reminded on departure to return any borrowed items. 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. Please talk to our staff if you have questions about this or wish to see a sample.

Also, all guests visiting BMP 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 BMP 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 BMP, and those found in possession of or using drugs will be reported to the police without delay.

**The use of tobacco products is strictly prohibited** at BMP. Guests who wish to smoke are required to drive up to the main road (Fort Ross Rd) to do so.

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

BMP 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 BMP fire-pit) by advance arrangement only, and is available year-round. Please supply your own starter, kindling and fire-wood.

We regret that **pets** are not allowed at BMP. Guide dogs for the blind or visually-impaired are welcome at all times, but must be kept indoors at night.

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

To keep BMP 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.

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