

## WEDDINGS & SPECIAL EVENTS AT RALSTON WHITE RETREAT

### FOOD SERVICE, SITE SET-UP, & CLEAN-UP

Your caterer must be fully insured and licensed. Food must be prepared off-site. Rented equipment is the responsibility of the wedding party. Deliveries may be made in advance to the site by arrangement with the Site Director. The Retreat kitchen may be used for staging purposes only.

The Retreat is to be left in as good or better condition than you found it. Retreat furniture, tables, and chairs may be used, but must be returned to their original positions at the conclusion of the event. The Retreat will provide your caterer and/or clean-up crew with a clean-up checklist. For an additional fee, the Retreat can provide catering, set-up and clean-up. Please discuss these options with the Site Director.

### TRANSPORTATION

The parking lot at the retreat holds 30-40 cars if carefully parked.

For weddings in excess of 50 persons, you must make arrangements for a valet or shuttle service to transport people up the hill. Marin Door-to-Door (415-457-2717) and On the Move (415-924-7344) can provide both airport and event transportation.

### INSURANCE

During the date(s) of your event, you must maintain a policy of comprehensive public liability insurance of not less than one million dollars, naming UCCR as additional insured. A certificate of coverage must be received by the UCCR office by 30 days prior to the date of your event. If you need a referral to an insurance provider, please call the Retreat Reservations staff at 1-888-388-0858.

### EVENT TIME-LINE

- Establish tentative dates with the Ralston White Retreat Reservations staff at 1-888-388-0858 or email them at [ralstonwhite@sbcglobal.net](mailto:ralstonwhite@sbcglobal.net)
- Make an appointment with the Ralston White Site Director for a tour.
- Sign Use Agreement and return to UCCR with a 25% deposit
- Choose caterer and make site arrangements with the Site Director
- Thirty days before event: Proof of insurance due to UCCR
- One month before event: Security deposit due to UCCR  
Valet/Transportation arrangements verified
- Event Day: Final payment due to RLW Retreat Site Director
- Two weeks after event: Security deposit returned (if applicable)

### WEDDING RATES

The day event capacity is 120 guests.

Saturday Rate: \$3500

Friday or Sunday Rate: \$2500

Monday-Thursday Rate: \$1500

*Ask about our multi-day event rate.*

We look forward to making your special day a beautiful memory!

United Camps, Conferences & Retreats

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