

Weddings
Ralston L. White Retreat
Mill Valley, California

We are pleased that you have an interest in the Ralston L. White Retreat as the site of your upcoming ceremony. This letter includes important details regarding the use of the Retreat which you will need to know. The “Garden of Allah” was the site of Ralston White’s marriage to Ruth Boerke in 1911, and we are proud that it remains available for similar occasions in the present day.

Please remember that by following the guidelines of this letter, you will also be helping to preserve the site for future use.

Reservation

If the site is available, we are happy to hold the dates you have specified with the Reservations Office for two weeks. If we do not hear from you, we will release the date. To secure your reservation, you will sign a Use Agreement and return it with 25% deposit.

Cancellation

If you cancel your reservation within ninety days of your arrival and the Use Agreement has been signed and returned to UCCR, you are responsible for payment of the full Guaranteed Minimum Fee. If notice is given ninety days prior to the event, eighty percent of the deposit will be refunded to you.

Security Deposit

A \$1,000 refundable damage and security deposit is due no later than one month prior to the date of your event. If there is no damage or cleaning fees associated with your event, the deposit will be refunded within 2 weeks.

Payment

Full Payment is due upon arrival on the day of the event.

Music

All outdoor amplified music must be concluded at dusk.

Alcohol

Use of alcohol is limited to a cocktail hour, the dinner hour, **OR** a one hour “toasting” period. Open bar is not permitted; please do not ask for an exception in your case.

Food Service, Site Set-up and 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 condition 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.

Overnight Events

Overnight events are welcome at Ralston White with a maximum of 35 overnight guests. Any amount over 35 must be pre approved by the site director at \$75 per person per night.

Transportation

For weddings in excess of 100 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. The parking lot at the Retreat holds 60 cars if carefully parked.

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 and The Ralston White Foundation as additional insured. A certificate of coverage must be received by the UCCR office by 90 days prior to the date of your event. If you need a referral to an insurance provider, please call the Reservations staff.

Event Time-line

- Establish tentative dates with the Ralston White Retreat Reservations Office
- Make an appointment with the Ralston White Retreat Site Director for a tour
- Request a Use Agreement from Ralston White Retreat (within 2 weeks of placing a tentative hold)
- Sign Use Agreement and return to UCCR with a 25% deposit
- Choose caterer and make site arrangements with the Site Director

- Ninety 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 upon arrival to the site (to Ralston White Retreat Site Director)
- Two weeks after event: Security deposit returned (if applicable)

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