

February 27, 2013

Dear Retreat Leader,

Thank you for your inquiry regarding our Guest Group Program. You will be entering into a carefully maintained Zen environment that has been created to give all our guests the opportunity to experience simplicity and appreciation of life. The natural and peaceful surroundings provide an exceptional setting for carrying out spiritual or health-related workshops for up to forty participants.

Please be aware that as a Zen training center we have an ongoing residential program which runs in parallel with your group retreat. You are welcome to join in our meditation periods and one of the resident monks would be happy to provide meditation instruction. We ask that guests respect the quiet, harmonious atmosphere and treat the grounds, buildings and natural environment with care.

The following pages contain our Guest Group Contract, a release/waiver, information on Yokoji-Zen Mountain Center, and directions. Please read the contract carefully. As group leader, please be sure to pass on the relevant information in this contract to your retreat participants. If you have any questions or concerns, please call, fax, or email the office.

Our staff and residents are here to make your stay as pleasant and enriching as possible. We look forward to having you join us.

Sincerely,

Jim Yugen Lakey  
Administrator  
Yokoji-Zen Mountain Center

PO Box 43  
Mountain Center, CA 92561  
951-659-5272  
<http://zmc.org/>

# Guest Group Contract

Please read through the contract and fill in the required information.

## BOOKING INFORMATION

- A) In order to hold your reservation<sup>1</sup> we require a non-refundable booking fee of \$500.00 to be sent along with this contract.
- B) Rates are flat at \$80.00 a night per person
- C) There is a minimum charge of \$2,400.00 for all groups for a weekend, which corresponds to a minimum of 15 people at a rate of \$80.00 dollars per night/per person. If you do not have 15 people attending, we still require the \$2,400.00 minimum to be met.
- D) Please note that due to the fact that YZMC receives private retreatants year-round, the distribution and accommodation will be discussed with the Program Director a week prior to the retreat.
- E) Once we receive the completed contract and booking fee, your reservation is secure until two months before the dates of your workshop. At this time, please send a non-refundable<sup>2</sup> deposit of 30% of the total requested donation, minus the \$500, to hold your reservation. We have the right to cancel the booking if you do not have the minimum number of participants necessary.
- F) At your arrival at YZMC, please pay the remaining balance.

## ACCOMMODATIONS

- G) The contract includes shared housing for participants, use of large meeting hall, 3 meals per day, all day coffee/tea and snack service, and transportation to and from Pine Springs Ranch if the road is snowed in. YZMC staff are available for instruction in sitting meditation.
- H) Accommodation is shared. There is a central bathhouse and a few additional toilets around the Center. Two cabins are nestled about two hundred yards above the main center and are available to those wishing for more solitude.
- I) There is no public phone on the premises and cell phones do not receive service at the center. In case of emergency the office phone may be used for making or receiving calls.
- J) YZMC has high fire danger so no fires or candles are allowed except as arranged with staff. Electricity is provided by solar energy, and attention to energy conservation is part of our practice. We do not allow the use of personal electrical appliances.
- K) We will provide only a bottom sheet - guests are expected to bring pillows, sleeping bags or sheets and blankets to use. Please remove shoes in carpeted areas.
- L) Please do not bring or partake in drugs or alcohol while on the premises.

## MEALS

- M) Three vegetarian meals served buffet style are provided per day. If you have special dietary needs or requests, please contact the office, AT LEAST TWO WEEKS prior to your arrival. If less than two weeks notice is given of dietary restrictions, the retreat participant will be responsible for their own meal preparation in the guest kitchenette. Retreat participants are asked to help with clean-up after each meal. Due to our ongoing Zen training schedule our meal times are fixed and ask that you organize your retreat schedule around the times listed.
- N) *Breakfast: 7:30 am; Lunch: 12:30 pm; Light Supper: 5:30 pm.*<sup>3</sup>

**ARRIVAL AND DEPARTURE**

- O) Please arrive during daylight hours, no later than 5:30 p.m. to allow time for registration and setting up your space before the evening meal or the start of your program. We operate under solar power so lighting is limited after dark. Traffic leaving the five county metropolitan area on Friday afternoon is always difficult. Normal driving time from L.A. or San Diego is 2-1/2 hours. After 2:00 p.m., plan on a driving time of 4-1/2 hours if driving from L.A. Our staff retires at 8:30 p.m. and we do not accept any arrivals after that time.
- P) On the day you are leaving, please vacate all rooms and the meeting hall no later than 2:00 pm. This gives our staff enough time to clean and tidy up the rooms before the next workshop starts.

**Group Name:**

**Group Contact:**

**Address:**

**Phone:**

**Email:**

**Dates of rental:**

**Expected number of participants (at least 15):**

**Requested Donation: \$**

**Deposit (30% of total) - \$500 deposit: \$ (or \$ including initial \$500)**

**30% deposit to be sent by (two months before retreat date):**

1 Although YZMC makes every effort to ensure that a booked retreat comes to fruition, YZMC reserves the right to cancel the retreat in case of emergencies where we are unable to provide the facilities or staffing/services to accommodate the retreat. All deposits are fully refunded in such a case.

2 Cancellation/Refund Policy: The 30% deposit becomes non-refundable sixty (60) days prior to your scheduled retreat date. Failure to pay the 30% deposit two months (60 days) prior to the scheduled retreat date may result in the cancellation of your group retreat by YZMC. YZMC will attempt to contact the group leader or contact person before canceling due to non-payment of a deposit.

3 No exceptions without prior approval from YZMC Program Director

**I AGREE TO THE TERMS OF THIS CONTRACT:**

\_\_\_\_\_  
Group Contact

\_\_\_\_\_  
Date

\_\_\_\_\_  
Jim Yugen Lakey, Administrator, YZMC

Upon receipt of this signed Guest Group Contract and \$500 booking fee, YZMC will send a confirmation letter including a countersigned copy of this contract.

# Yokoji -Zen Mountain Center Guidelines and Release Form

Yokoji-Zen Mountain Center is located in mountainous country at an altitude of 5,500 feet and as such, guests should be aware that some of the environmental conditions are different from an urban setting. YZMC takes every precaution to ensure your comfort and safety and asks you to be observant and sensitive to the environment into which you are entering.

Guests and visitors to YZMC should be aware of the following list of precautions and guidelines and consult staff with any questions or concerns:

*We are at an altitude of 5500 feet so be aware that you may feel a little out of breath at times. Take it easy walking around the property and be sure to drink plenty of water to stop dehydration. Please let us know in advance if there maybe guests with health conditions at risk, and/or if they are bringing in medical equipment that require electrical power.*

*If you go out hiking be sure to tell someone where you are going and when you expect to return. We strongly advise you to not hike alone. Carry enough food, water, and warm clothing for your hike. Please consult with staff if you need information on the hiking trails near ZMC.*

*Due to the risk of fire in the buildings and canyon, smoking should be restricted to designated areas. There should also be no open flames in any of the housing or open fires on the grounds except as arranged with staff.*

*We are off the main electricity grid, and operate under solar power and backup generator. Electrical appliances are not allowed, especially items which produce heat such as hair dryers and space heaters. Please be conservative with lighting. Especially take care that all lights are out once you leave a room.*

*Heating is mainly from propane heaters, please be conservative with these. Use as much heat as you need, but please turn the thermostat off if you are the last to leave a room. Also don't leave anything on top of the heaters as they get extremely hot!*

*During the colder months it may freeze overnight and walkways and stairs can become icy, so watch your step.*

*There are mountain lions occasionally in the canyon but they are very secretive and seldom seen. The California Department of Fish and Game provides the following suggestions for people entering mountain lion habitat: do not hike alone; keep children close to you; do not approach a mountain lion; do not run from a lion; do not crouch down or bend over; do all you can to appear larger; fight back if attacked.*

*The most common snake present at YZMC in the warmer months is the rattlesnake. These snakes, though very timid, are poisonous, and should be treated with respect. In the event you see one, move away and notify a staff member. Be careful when moving logs or rocks which could hide a snake and keep an eye out when walking or hiking on trails around the center.*

*Please avoid feeding any wildlife such as deer, raccoons, skunks and birds. If these animals become over-reliant on human handouts it reduces their ability to survive on their own.*

*Please do not pick any wildflowers around the center grounds, especially during the spring months when daffodils and irises are starting to flower.*

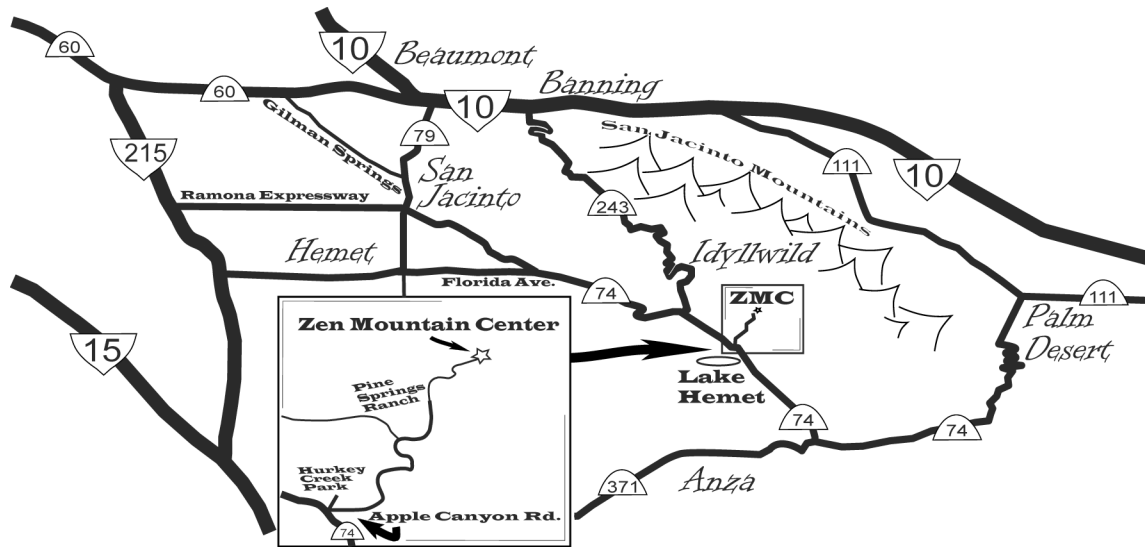
These precautions are provided to orient urban visitors to our mountain setting. Bearing in mind that our rural environment carries risks and responsibilities we ask you to sign the following release, make a copy for yourself, and return it with your Guest Group Contract.

I, \_\_\_\_\_ acting as a representative for the guest group  
\_\_\_\_\_ agree that the above mentioned guest group shall  
defend, indemnify and hold Yokoji-Zen Mountain Center, its officers, employees, agents  
and volunteers harmless from and against any and all liability, loss, expense (including  
reasonable attorneys' fees), or claims for injury or damages arising out of the  
performance of this Agreement.

I will provide Yokoji-Zen Mountain Center with a copy of the General Liability certificate  
that details the coverage for the above mentioned guest group. I agree to include Yokoji-  
Zen Mountain Center as a named additional insured on this General Liability coverage  
policy, in order to defend Yokoji-Zen Mountain Center in the event of claims for injury or  
damages arising out of the performance of this Agreement.

Date \_\_\_\_\_ Signature \_\_\_\_\_

## Directions to Yokoji-Zen Mountain Center



**From Los Angeles:** Take Hwy 60 East to I-215 South. Exit 215 at the Ramona Expressway. Head east on the Ramona Expressway, approximately 22 miles, to its termination at Florida Ave. (Hwy 74). Turn left on Hwy 74, heading east up into the mountains. Stay on Hwy 74 for about 25 minutes. You will reach the town of Mountain Center. Go three miles past Mountain Center, (still on Hwy 74) to Apple Canyon Road. Turn left and follow Apple Canyon Road three miles to the end of the paved road. You will arrive at the Pine Springs Ranch entrance gate; directly to the right of the gate is a dirt road that leads to YZMC. Follow the dirt road for one mile to the ZMC gate and parking lot.

**From Orange County:** 91 East to Hwy 60, then as above

**From San Diego:** 15 North to 79 South. (Note that there are two highways with the same number; make sure not to take the highway 79 North that goes through Hemet, as it is a longer way.) Bear left on 371 East. Go through Anza, then take a left on Hwy 74. Drive thru Garner Valley and half mile past Lake Hemet, turn right on Apple Canyon Road and follow for three miles. Directly to the right of Pine Springs Ranch entrance is the YZMC gate. Follow the dirt road for one mile to the end.

**From Palm Desert:** From 10 take Monterey Exit West. Monterey Ave. becomes Highway 74. Half mile past Lake Hemet, turn right on Apple Canyon Road and follow for three miles. Directly to the right of Pine Springs Ranch entrance is the YZMC gate. Follow the dirt road for one mile to the end.

**From Arizona:** 10 West to Palm Desert and follow Palm Desert directions.