

ROOM ASSIGNMENT SHEET

Revised 1/5/09

Group Name: _____ Dates Reserved: _____

Contact: _____ Telephone: _____

GENERAL LODGING INFORMATION

Westerbeke Ranch offers five comfortably furnished redwood cabins that provide a cozy atmosphere and can sleep up to forty-nine people in shared rooms with baths. These cabins are described in detail on the back side of this sheet and your group can be divided by family, or gender, into them. After we determine which cabins you'll be assigned, please **print** the name of each participant in the space you'd like them to occupy on the back side of this form. (You may also use a Word or Excel document and just email it to us if it's easier.) This will assist us in placing your participants in the appropriate rooms should they arrive before your group coordinator does. Each line indicates one single bed, unless it is listed as a double where a couple can be placed. **Please fax, email, or mail this to us prior to your arrival. Reminder: Cabin check-out on your last day is 10:00 A.M.**

We also have three meeting rooms. **Casa Nueva**, our most spacious meeting place, is located near the pool and dining area and can seat up to 120 people. It has hardwood floors, stereo system, a breakout room, and sliding doors that open to view the gardens and pool. **Casa Vista** is nestled on the hillside above the pool area, has a wonderful view, stereo, hardwood floor, and has a capacity of 60 people. We also have the **Chapel** which is also located on the hillside above the pool area. This beautiful circular room is a converted wine storage tank with carpet, stereo, soft lighting and offers a quiet space for meditation and yoga for up to 30 people or a small wedding up to 50 people.

Before completing, please check with Westerbeke staff to determine which cabins have been assigned to your group.

ROOM ASSIGNMENTS FOR: _____

BLUE CABIN: Has five rooms that can sleep 13 people. Each room has its own bathroom and entrance. Room 3 is wheelchair accessible.

BLUE ROOM #1 _____ _____ _____	BLUE ROOM #2 _____ _____ Dbl _____	BLUE ROOM #3 _____ _____
BLUE ROOM #4 _____ _____ _____	BLUE ANNEX _____ _____	

RED CABIN: Has three rooms that can sleep 12 people. Each room has its own bathroom and entrance.

RED ROOM #1 _____ _____ _____	RED ROOM #2 _____ _____ _____	RED ROOM #3 _____ _____ _____
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ORANGE CABIN: Has two rooms that sleep 7 people. Each room has its own bathroom and entrance.

ORANGE ROOM #1 _____ Dbl _____ _____	ORANGE ROOM #2 _____ _____ _____
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GREEN CABIN: Has three rooms that sleep 8 people. Each has its own bathroom and entrance.

GREEN ROOM #1 _____ Dbl _____ _____	GREEN ROOM #2 _____ Dbl _____ _____	GREEN ROOM #3 _____ Dbl _____ _____
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YELLOW CABIN: Has three rooms that sleep 9 people. Room 3 has a small kitchen. Rooms 2 & 3 have a pocket door between them. All rooms have their own bath & entrance.

YELLOW ROOM #1 _____ Dbl _____ _____	YELLOW ROOM #2 _____ Dbl _____ _____	YELLOW ROOM #3 _____ _____ _____
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NOTE: CABIN CHECK-OUT ON YOUR LAST DAY IS 10:00 A.M.