



**WESTERBEKE**  
**RANCH**  
connect • create • celebrate

## ROOM ASSIGNMENTS

Westerbeke Ranch offers five comfortably furnished redwood cabins with a total of seventeen bedrooms. Our cabins can sleep up to forty-eight guests in single and double beds. Each bedroom has a private entrance and bathroom. The Ranch uses the shared lodging model and it's important that your participants know in advance they'll be sharing bedrooms with group members. In most cases we cannot offer individuals a private room. Guests who require a private room might feel more comfortable sleeping off-site in a local hotel and attending your retreat as a day-use commuter. This option is especially helpful for groups with a high number of couples.

Please note that you'll probably be sharing the Ranch with another group during your stay. Regardless of whether or not the Ranch is fully booked during your stay, you will only have access to the rooms and beds you have contracted for.

Once we determine which cabins you'll be assigned, it is your responsibility to place your participants into the rooms available to you. Ranch office staff does not perform this portion of your meeting planning.

Please use the form on the next page to tell us which bed each of your overnight participants will occupy. Write the name of each participant in the blank space next to the bed they will be using. Each blank indicates one single bed, unless it is listed as a double (Dbl). Please note that double beds are not large, and we expect **one person per bed**, whether it is a single or a double bed.

**Please fax, email or mail this completed form to us prior to your arrival.**

**Cabin checkout on your last day is 10:00 AM.**



## Room Assignments

Group Name \_\_\_\_\_ Dates Reserved \_\_\_\_\_

Contracted Arrival Time \_\_\_\_\_ Contracted Departure Time \_\_\_\_\_

Cabin	Guest Name		Cabin	Guest Name
Blue Annex (Dbl)			Green #1 (Dbl)	
			Green #1	
Blue #1 (Dbl)			Green #1	
Blue #1				
			Green #2 (Dbl)	
Blue #2			Green #2	
Blue #2				
			Green #3 (Dbl)	
Blue #3			Green #3	
Blue #3			Green #3	
Blue #4 (Dbl)			Yellow #1 (Dbl)	
Blue #4			Yellow #1	
Blue #4			Yellow #1	
Red #1			Yellow #2 (Dbl)	
Red #1			Yellow #2	
Red #1			Yellow #2	
Red #1				
			Yellow #3 (Dbl)	
Red #2 (Dbl)			Yellow #3	
Red #2			Yellow #3	
Red #2				
			Orange #1 (Dbl)	
Red #3			Orange #1	
Red #3			Orange #1	
Red #3				
Red #3			Orange #2	
			Orange #2	
Red #4 (Dbl)			Orange #2	
Red #4			Orange #2	
Red #4				

Each line is a twin bed unless noted as a double (Dbl). Assign only one person per bed.  
Cabin checkout on your last day is 10:00 AM.