

Black Mountain Retreat Center
(managed by Padmasambhava Peace Institute)

GROUP EVENT -- RENTAL AGREEMENT Part I
 (please complete when confirming reservation)

Please note: reservations are not confirmed until receipt of deposits and Rental Agreement Part I.

1) CONTACT DETAILS / GROUP INFORMATION				
Organization / Group Name and Website:				
Group's Address, Office Phone #:				
Contact Person's Name:				
Contact Person's Details: Phone : () Email:				
Arrival Date and Time:			Departure Date and Time:	
Expected Group Size (Please give realistic estimate. If final numbers drop by 25% or more, BMRC reserves the right to apply surcharges. See Rental Terms.)			Nature of Event:	
2) ACCOMMODATION & MEETING ROOMS				
	No. of people	From	To	Current online price
Tara House Suite Max 2 adults + child; queen bed with private bathrm, living rm, picnic area				
Tara House Private Rooms Max. 17 people in 9 rooms for one or two sharing, twin or larger beds. Shared bathroom				
Manzanita Rooms Max. 86 people in 6 rooms, shared bathrooms. Some double beds available. Some rooms divided into semi-private rooms. Either bring own bedding or use BMRC's.				
Live Oak Conference Room 1125 sq.ft. (max. 100 people)				

	From	To	Current online price
Redwoods Meeting Room 570 sq ft (max. 40 people)			
Tara House Living Room (max.8 people)			
Tara House Kitchen (table seats 10 people)			
3) CATERING			
<i>(Please circle as applicable)</i>			
1) Non-vegetarian (one meat dish daily, at \$5 per person/day surcharge)YES / NO			
2) Welcome snack buffet (food costs plus \$30 prep/set-up) YES / NO			
3) Other special event (as discussed with BMRC) YES / NO details: _____			
4) DEPOSITS			
To secure this reservation, I/we enclose:			
1) a reservation deposit for \$ _____ for our ____-day event CHECK # _____			
2) a \$300 fully-refundable security deposit CHECK # _____			
Please make checks payable to 'PPI'.			
(To pay by credit card, please call the reservations manager on 707-632-5629)			
5) STATEMENT OF CONTRACT			
I/We have read, understood and agreed to the Terms and Policies for renting the Black Mountain Retreat Center (available from www.blackmountaincenter.com) and the Rental Agreements Part I and II.			
I/We understand that a Certificate of Liability Insurance naming 'Padmasambhava Peace Institute' as additional insured is required within two months of the event start date.			
Name: _____ Signature: _____ Date: _____			
Received with thanks by Black Mountain Retreat Center			
Name: _____ Signature: _____ Date: _____			
Copy made by BMRC and returned to _____ on ____/____/____			

Please fax this Rental Agreement to (707) 632 5324 or mail to Booking Manager, Black Mountain Retreat Center, 23125 Fort Ross Road, Cazadero, CA 95421.