

Black Mountain Retreat Center

GROUP EVENT RENTAL AGREEMENT Part II

Please complete and send to BMRC to arrive 14 days before event

Group Name: _____ Event Dates and Name: _____

Contact Person Name & Email: _____

| 1) ACCOMMODATION & MEETING ROOMS | | | | |
|---|---------------|-------------------------------------|----|------------------|
| Final Estimate of Numbers (pls see Rental Terms for if actual numbers are below this estimate) Note required minimum of 13 in Tara House or 18 in Manzanita, or equivalent combination thereof | | | | |
| <i>(This information is needed for bed configurations)</i> | No. of people | From | To | Price set in RA1 |
| Tara House Suite (max 2 adults + child) | | | | |
| Tara House Private Rooms (max. 16 people) ___ single occupancy ___ double occupancy, 2 twin beds ___ double occupancy, 1 double/queen bed | | | | |
| Little Oak Bedroom (1-3 people) ___ single occupancy ___ double occupancy (1 double) ___ triple occupancy (1 twin, 1 double) | | | | |
| Manzanita Rooms (max. 72 people) ___ single women: ___ using BMRC bedding / ___ own ___ single men: ___ using BMRC bedding / ___ own. ___ couples: ___ using BMRC bedding / ___ own ___ children (6-11 yrs): ___ BMRC bedding, ___ own | | | | |
| Live Oak Conference Room (max. 100) | | | | |
| Redwoods Meeting Room (max. 40) | | | | |
| Tara House -- Living Room Only (max 8) | | | | |
| Tara House Kitchen (seats 10 around the table) | | | | |
| 2) CATERING AND CHECK-IN/CHECK-OUT | | | | |
| Date and time of GROUP's first meal: | | Date and time of GROUP's last meal: | | |
| Date and time of STAFF's first meal (if different): | | | | |
| GROUP check-in time: | | GROUP & STAFF check-out time: | | |
| STAFF check-in time (if different): | | | | |
| <i>Please attach a <u>schedule for your program</u>, including info about any early arrivals/set-up.</i> | | | | |

Optional Extras: (must be ordered ahead of time or we cannot guarantee price/availability)

Welcome snack buffet: (check for set-up charge)

Birthday cake: (sheet cake serving 40 for \$40)

Special event:

PLEASE COMPLETE LIST ON PAGE 4 FOR DETAILS OF VEGAN NUMBERS, ALLERGIES OR MEDICAL CONDITIONS REQUIRING SPECIAL DIETS.

3) RENTAL ITEMS & SERVICES

Some items may require an extra security deposit. Please call/email BMRC for more info.
(✓ if required)

| | | |
|--|--|-------------|
| Tables - pls specify: 4ft (2), 6 ft (4) or 8 ft (4) -- free | | # and size: |
| Folding chairs -- free | | # |
| Floor cushions (including 3 backjacks) -- free | | # |
| Public Address System -- \$20/day | | From: to: |
| Television and VCR -- \$20/day | | From: to: |
| Puja benches -- \$20/event | | From: to: |
| Camp-fire set-up and wood supply – going rates (please check with staff) | | Date/s: |

4) MEDICAL/MOBILITY ISSUES

In case of emergency or evacuation, BMRC staff need to know who is mobility-impaired and where they are staying. Please list any such guests here (attach an extra piece of paper if needed) and on arrival inform us of their room number. All details are kept strictly confidential.

5) NIGHT-TIME GROUP CONTACT PERSON (required)

The person responsible for meeting the group's late-night arrivals at BMRC and acting as nighttime emergency contact person is _____. He/she will arrive on time to become familiar with the property layout, when necessary will remain on duty to receive guests arriving after 8pm, and will introduce him/herself to group members on the first day of the event. He/she is staying in room _____.

CALCULATION OF CHARGES

ACCOMMODATIONS PER DAY

Tara House private rooms single occupancy ___ people @ \$ ___ /day = \$ _____
Tara House private rooms double occupancy ___ people @ \$ ___ /day = \$ _____
Tara House suite (max 2 adults + 1 child) @ \$ ___ /day = \$ _____
Little Oak Room (with ___ occupants) @ \$ ___ /day = \$ _____
Manzanita Rooms..... ___ people bringing own linens @ \$ ___ /day = \$ _____
Manzanita Rooms ___ people using BMRC linens @ \$ ___ /day = \$ _____
ACCOMMODATIONS SUBTOTAL PER DAY: \$ _____

CHARGES FOR WHOLE EVENT

a) Accommodations subtotal for whole event..... ___ days x \$ _____ = \$ _____

b) Charges for guests **not attending full event, or staying extra days:**

Tara House private rooms (single occupancy) ___ days @ \$ _____ = \$ _____
Tara House private rooms (double occupancy) ___ days @ \$ _____ = \$ _____
Little Oak private room (___ occupants) ___ days @ \$ _____ = \$ _____
Manzanita rooms (no linens) ___ days @ \$ _____ = \$ _____
Manzanita rooms (w linens) ___ days @ \$ _____ = \$ _____

c) Meeting spaces:

Live Oak ___ days @ \$ _____ = \$ _____
Redwood ___ days @ \$ _____ = \$ _____
other ___ days @ \$ _____ = \$ _____

d) Other charges, eg rental items/services: _____ = \$ _____

TOTALS FOR WHOLE EVENT, MINUS RESERVATION DEPOSIT

TOTAL of a) + b) + c) + d) = \$ _____
MINUS reservation deposit already paid -- \$ _____
EQUALS BALANCE DUE OF \$ _____

FINAL PAYMENT IS DUE UPON ARRIVAL. Checks are payable to 'PPF'.

(For credit card payment, please call us on 707 632 5629).

Received with thanks by Black Mountain Retreat Center

Name: _____ Signature: _____ Date: _____

Copy made by BMRC and returned to _____ on / /

APPENDIX -- SPECIAL DIETS

Please see section 6 of our 'Terms & Policies' regarding catering, surcharges and special diets

VEGETARIAN GROUP: # of ovo-lacto vegetarians _____ # of vegans: _____

NON-VEG. GROUP: # of meat-eaters _____ # of ovo-lacto veg.: _____ # of vegans: _____

SPECIAL DIETARY RESTRICTIONS for either group: (We regret that we cannot cater to diets based on personal preference, only those based on allergies or medical conditions)

Please give each person's **full name**, if you are requesting **meat** for them, and their **condition/allergy**, eg diabetic, nightshade, gluten etc. If someone has more than one allergy, please write them all down! Use other side if you need more space. Thank you very much!

1) Name: _____ (meat? Y N) _____

2) Name: _____ (meat? Y N) _____

3) Name: _____ (meat? Y N) _____

4) Name: _____ (meat? Y N) _____

5) Name: _____ (meat? Y N) _____

6) Name: _____ (meat? Y N) _____

7) Name: _____ (meat? Y N) _____

8) Name: _____ (meat? Y N) _____

9) Name: _____ (meat? Y N) _____

10) Name: _____ (meat? Y N) _____

11) Name: _____ (meat? Y N) _____

12) Name: _____ (meat? Y N) _____

13) Name: _____ (meat? Y N) _____

14) Name: _____ (meat? Y N) _____