***Black Mountain Retreat Center (managed by Padmasambhava Peace Institute)***

**GROUP EVENT -- 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 (note minimum # of adults: 16 in dorms or 12 in Tara House, or equivalent combination) | Nature of Event: | | | |
|  | | | | |
| **2) ACCOMMODATION & MEETING ROOMS** | | | | |
|  | | | **No. of**  **people** | **Current**  **online price** |
| **Tara House Suite:** max 2 adults; queen bed with private bathroom, living rm, picnic area | | |  |  |
| **Tara House Private Rooms** (max 13 in 7 rooms):  1 single, 1 queen, 2 doubles, and 3 rooms with 2 twins. Shared bathrooms. | | |  |  |
| **Manzanita Rooms**  Max. 60 people in 4 rooms, shared bathrooms. Some double beds available. Some rooms divided into semi-private rooms. Bring own bedding or use BMRC’s. | | |  |  |
| **Live Oak Conference Room** 1125 sq.ft. (max. 100 people) | | | |  |

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| --- | --- |
|  | **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** | |
| *(Please circle as applicable)*  1) Non-vegetarian (one meat dish daily, at $5 per person/day surcharge) …..YES / NO  2) Other special event/request (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 # \_\_\_\_\_\_\_ and* 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 one month of the date of event start.  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | |
|  | |
| **Received with thanks by Black Mountain Retreat Center**  Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ | |
| **Scan made by BMRC and returned to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_/\_\_\_/\_\_\_\_\_** | |

*Please scan to reservations@blackmountaincenter.com or mail to:  
 Booking Manager, Black Mountain Retreat Center, 23125 Fort Ross Road, Cazadero, CA 95421.  
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