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

**GROUP EVENT -- RENTAL AGREEMENT Part I**

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| **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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