

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

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

<b>1) CONTACT DETAILS / GROUP INFORMATION</b>		
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:	
<b>2) ACCOMMODATION &amp; MEETING ROOMS</b>		
	<b>No. of people</b>	<b>Current online price</b>
<b>Tara House Suite:</b> max 2 adults; queen bed with private bathroom, living rm, picnic area		
<b>Tara House Private Rooms</b> (max 13 in 7 rooms): 1 single, 1 queen, 2 doubles, and 3 rooms with 2 twins. Shared bathrooms.		
<b>Manzanita Rooms</b> 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.		
<b>Live Oak Conference Room</b> 1125 sq.ft. (max. 100 people)		

	<b>Current online price</b>
<b>Redwoods Meeting Room</b> 570 sq ft (max. 40 people)	
<b>Tara House Living Room</b> (max.8 people)	
<b>Tara House Kitchen</b> (table seats 10 people)	
<b>3) CATERING</b>	
<i>(Please circle as applicable)</i>	
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:	
<b>4) DEPOSITS</b>	
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 # _____	
<b>Please make checks payable to 'PPI'.</b>	
(To pay by credit card, please call the reservations manager on 707-632-5629)	
<b>5) STATEMENT OF CONTRACT</b>	
I/We have read, understood and agreed to the <b>Terms and Policies</b> for renting the Black Mountain Retreat Center (available from <a href="http://www.blackmountaincenter.com">www.blackmountaincenter.com</a> ) and the Rental Agreements Part I and II.	
I/We understand that a Certificate of Liability Insurance naming 'Padmasambhava Peace Institute' as <b>additional insured</b> is required within one month of the date of event start.	
Name: _____ Signature: _____ Date: _____	
<b>Received with thanks by Black Mountain Retreat Center</b>	
Name: _____ Signature: _____ Date: _____	
<b>Scan made by BMRC and returned to _____ on ____ / ____ / ____</b>	

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