

Black Mountain Retreat Center

GROUP EVENT RENTAL AGREEMENT Part 2

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

1) ACCOMMODATION & MEETING ROOMS				
Final Estimate of Numbers (pls see Rental Terms for if actual numbers are below this estimate) Note required minimum of 12 in Tara House or 16 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 + infant)				
Tara House Private Rooms (max. 15 people) single occupancydouble occupancy, 2 twin bedsdouble occupancy, 1 double/queen bed				
Little Oak Bedroom (1-3 people) (WINTER ONLY) single occupancydouble occupancy (1 double)triple occupancy (1 twin, 1 double)				
Manzanita Rooms (max. 60 people)				
..... women using BMRC bedding / bringing own bedding men using BMRC bedding / bringing own bedding couples: ___ using BMRC bedding / ___ own children (6-11yrs): ___ BMRC bedding, ___ own				
Live Oak Conference Room (max. 100)				
Redwoods Meeting Room (max. 40)				
Tara House if not renting all TH bedrooms -- Living Room Only (max 8)				
Tara House Kitchen if not renting all TH bedrooms (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 people) _____
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 -- \$25/day		From: to:
Television and VCR -- \$20/day		From: to:
Puja benches -- \$20/event		From: to:
Camp-fire set-up and wood – \$ (dependent on weather conditions)		Date/s:

4) MEDICAL/MOBILITY ISSUES

In case of emergency or evacuation, BMRC staff need to know who is mobility-impaired, where they are staying, and who their assigned emergency assistant is. 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 _____. They 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. They are 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)people @ \$ _____ /day = \$ _____

Manzanita Rooms _____ people bringing own linens @ \$ _____ /day = \$ _____

Manzanita Rooms _____ people using BMRC linens @ \$ _____ /day = \$ _____

Little Oak Room (with _____ occupants) @ \$ _____ /day = \$ _____

ACCOMMODATIONS subtotal PER DAY: \$ _____

CHARGES FOR WHOLE EVENT

a) Accommodations for whole event: \$ _____ (from line ↑) X _____ days = \$ _____

b) Meeting spaces:

_____ (room) @ \$ _____ /day = \$ _____

_____ (room) @ \$ _____ /day = \$ _____

_____ (room) @ \$ _____ /day = \$ _____

_____ (room) @ \$ _____ /day = \$ _____

c) 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 @ \$ _____ = \$ _____

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

TOTALS FOR WHOLE EVENT, MINUS RESERVATION DEPOSIT

TOTALS of a) + b) + c) + d) = \$ _____

MINUS reservation deposit already paid -- \$ _____

EQUALS BALANCE DUE OF \$ _____

FINAL PAYMENT IS DUE BEFORE OR UPON ARRIVAL. Checks are payable to 'PPI'.

(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 _____

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

BMRC is managed by the Padmasambhava Peace Institute, a 501(c)(3) educational non-profit organization.

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-VEGETARIAN GROUP: # of meat-eaters _____ (must be more than 1/3 of group total, or min. 8 people)
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, coeliac, etc. **WARNING** – we may not be able to accommodate a peanut allergy – please check in about this. If someone has more than one allergy, please write them all down! Use other side if you need more space. Thank you very much!