



**Private Event
Reservation Agreement
Kendall Resident / Business Owner**

Today's Date: _____

Reservation Request date: _____
(Date) (Start time) (End Time)

Name: _____ Phone # _____

Address: _____

Approximate number of guests: _____

Description of event: _____

Select the space you would like to reserve (check all that apply):

- The Welcome Center The Nest The Wing

Note: The Welcome Center, The Nest and The Wing are community amenities and privacy cannot be guaranteed.

I agree to the following rules:

- The Welcome Center, The Nest and The Wing are to be left in the same condition in which they were found, including removal of all trash.
- The person making this reservation will be financially responsible for any damage and/or cleaning fees.
- During the summer season, The Nest patio furniture is broken down and stored each night by 9pm. Please make arrangements, in advance, if you would like to use The Nest patio furniture later than 9pm.
- If alcohol is being served, a banquet permit will need to be secured in advance of the event. You can purchase a banquet permit at: <https://www.liq.wa.gov/licensing/online-banquet-permit>

I agree to the following fees:

- Reservation fee (nonrefundable) \$100 Welcome Center, \$50 The Nest, \$50 The Wing
- Deposit (refundable - if there aren't any damages or cleaning) \$100 Welcome Center, \$50 The Nest, \$50 The Wing.
- If the number of event guests exceeds 25 a \$50 fee will be required to cover restroom supplies. This check should be made payable to: *Rockwood Property Management*
Note: Restroom facilities are not available at The Wing
- **If the number of guests exceeds 100, additional fees may be required.**

I _____ agree to all the rules and fees mentioned above.

Resident / Home Owner / Business Owner

Joe Frank or Tisha Goodman