



# Rolling Hills Wildlife Adventure 2010 Picnic Shelter Reservation (private evening groups)

Name of group \_\_\_\_\_

Contact person(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Daytime phone \_\_\_\_\_ Other phone \_\_\_\_\_

Email \_\_\_\_\_ Fax \_\_\_\_\_

Event day and date \_\_\_\_\_

Event start time \_\_\_\_\_ Event end time \_\_\_\_\_

Estimated number of guests \_\_\_\_\_ Guaranteed number of guests \_\_\_\_\_  
(due 10 business days prior to event for catering purposes only)

- We will have Rolling Hills Overlook Restaurant cater our picnic (*catering contract due 30 days prior to event*)
- We plan to carry in a potluck meal (*no grills or outside catering allowed*)

## Rental Fee

The Picnic Shelter is available to rent for private functions from 5:00 p.m. to 8:00 p.m. daily for a fee of \$250.

## Payment Procedure

Full payment of \$250 is due with your reservation by check, cash or credit card. If paying by credit card, complete the following information:

Card # \_\_\_\_\_ Exp. Date \_\_\_\_\_ 3-digit security # \_\_\_\_\_

## Direct Billing

Corporate groups have the option to pay by direct billing following their event (*must have prior approval and established credit with RHWA*).

- We are a corporate group and wish to be set up as a direct bill

## Cancellation Policy

- 30-45 days prior to your event: \$125 will be retained by RHWA
- 15-29 days prior to your event: \$250 will be retained by RHWA
- 0-14 days prior to your event: \$250 plus all anticipated catering and service fees will be retained by RHWA

I accept the above arrangement as quoted and agree to abide by all policies and requirements therein. I understand that no facility rental, date reserved, admission and/or catering fee is official or complete until signed Reservation Form, Statement of Policies and applicable deposit are received by RHWA.

Customer signature \_\_\_\_\_ Date \_\_\_\_\_

RHWA use only: Deposit amount \_\_\_\_\_ Date received \_\_\_\_\_ RHWA initials \_\_\_\_\_

Questions? Contact Debbie Tasker, Group Sales & Special Events Manager

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