



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 2 weeks 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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