

OLYMPIC LUTHERHAVEN
APPLICATION FOR USE OF PICNIC AREA

Revised 1/20/08

- RATES:** 1. *Members, no charge.*
2. *Non-members, \$4.00 per person.*

RESERVATION DEPOSIT: \$100.00 (*applies to final bill*). *Refunds are only made one week or more prior to the event. After that, the deposit is non-refundable.*

- INSTRUCTIONS:** 1. *The sponsor MUST complete the application.*
2. *Incomplete applications CANNOT be approved.*
3. *Submission of this application DOES NOT CONSTITUTE APPROVAL.*
You will be notified by the Caretaker when the application is approved.

PART 1 – SPONSOR/REQUESTOR INFORMATION: (Please print)

1. Name: _____
2. Mailing Address: _____

City/Town State Zip
3. Telephone: Home: _____ Work: _____
4. Eligibility: Member Non-Member
5. Member Personnel only:
- A. Your Church Association: _____
- B. Contact Information: _____

PART 2 – EVENT INFORMATION:

1. Type of event: Marriage Ceremony/Wedding Religious event
 Memorial Service
 Other Event: _____
2. Facilities requested: Picnic area covered shelters Restrooms
 Water activity equipment Barbeque grill
 Fire Pit Swimming area
 Volleyball court
3. Event Date and Time: _____
Date Event Time

A. Weddings: fill in time block below to allow sufficient time to prepare the site, conduct the event, and then return the facility to its original clean and orderly state by the ending time. If another time is requested (food preparation, decorating, etc.) it must be in writing on another sheet of paper to be handed in with request form. NOTE: In keeping with Lutherhaven's Christian traditions, all weddings must be between a man and a woman, with a Christian ceremony and conducted by a minister authorized by her/his church to conduct weddings.

Requested time: _____ to _____

Actual Event start time: _____

4. Rehearsal Date and Time: _____
Date Event Time

5. Please indicate the number of guests expected: _____

6. Set-up arrangements:

PART 3 – APPLICATION AGREEMENT:

1. I certify that I have read, understood, and received a copy of Olympic Lutherhaven "Lutherhaven Picnic Area Rental Policy" document and will comply with all rules and regulations. I further realize it is my responsibility to communicate the rules and regulations to all my guests and that I am solely responsible for their actions. I understand that submission of this application does not constitute approval of my request. I will be notified when this application has been approved.

Signature of Sponsor/Requestor Date

For Staff Use Only:

2. Staff member receiving application: _____

Date Time

DEPOSIT: Amount \$ _____ Date Received _____

(Staff member must verify that the individual sponsoring the event receives the rules and regulations for use of Olympic Lutherhaven facilities.)

APPROVED: _____ Date: _____