

OLYMPIC LUTHERHAVEN

PICNIC AREA USE APPLICATION

RESERVATION DEPOSIT: \$100.00 (Non-refundable, Applies to Final Bill)

No Deposit for Member Church Picnic

INSTRUCTIONS

1. *The sponsor must complete the application with the understanding and acceptance of Lutherhaven policies and procedures.*
2. *Incomplete applications cannot be approved.*
3. *Submission of this application does not constitute approval.*
4. *The caretaker will notify you when the application is approved.*
5. *Swimming:*
 - A. *Lutherhaven provides mandatory paid lifeguards for lake activities and charges you these expenses separately. The caretaker will provide you the hourly rates per request.*
 - B. *You must review, understand and accept Lutherhaven's lake use and swimming policies and procedures prior to approval.*
6. *Weddings:*
 - A. *We will assess a separate and additional fee for wedding events based on the information you provide. We reserve the right to assess for excessive additional expenses incurred from the event.*
 - B. *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 his/her church to conduct weddings.*
 - C. *Allow sufficient time to prepare the site, set up and take down equipment, conduct the event and return the facility to it's original clean and orderly state by the ending time.*
 - D. *Additional dates and times related to the event (i.e. food preparation, decorating, etc.) must be requested in writing and submitted with the request form.*

ELIGIBILITY (Check One)

	Classification	Per Person
<input type="checkbox"/>	<i>Member</i>	No Charge- N No Depositi for Church Member Picnic
<input type="checkbox"/>	<i>Non-Member</i>	\$4.00

SPONSOR INFORMATION (Please Print)

Name	_____
Mailing Address	_____
City, State , ZIP	_____
Phone	_____
Phone	_____

MEMBER INFORMATION

Congregation	_____
Contact Information	_____

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PICNIC AREA USE APPLICATION

EVENT INFORMATION (Check Best Fit and Describe)			
<input type="checkbox"/>	Religious:		
<input type="checkbox"/>	Memorial Service:		
<input type="checkbox"/>	Marriage/Wedding Ceremony:		
<input type="checkbox"/>	Other:		
Facilities (Check All Requested)			
<input type="checkbox"/>	Covered Shelters (Picnic Area)	<input type="checkbox"/>	Restrooms
<input type="checkbox"/>	Water Activity Equipment	<input type="checkbox"/>	Barbeque Grill
<input type="checkbox"/>	Fire Pit	<input type="checkbox"/>	Swimming Area
<input type="checkbox"/>	Volleyball Court		
Event Date: _____ Requested Time From: _____ To: _____			
Entire Actual Use Time From: _____ To: _____			
Wedding Rehearsal Date: _____ Time From: _____ To: _____			
Expected Number of Guests: _____			
Set-up Arrangements: _____			

APPLICATION AGREEMENT	
<p>I certify that I have read, understood and received a copy of the Olympic Lutherhaven "Lutherhaven Picnic Area Rental Policy" document and will comply with all the rules and regulations contained therein. 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.</p>	
<p>_____ Sponsor Signature</p>	<p>_____ Date</p>

FOR INTERNAL USE ONLY	
<p>_____ Staff Member Receiving Application</p>	<p>_____ Date and Time</p>
<p>_____ Staff Member Receiving Deposit</p>	<p>_____ Date and Time</p>
<p>_____ Staff Member Distributing Rules/Regulations to Sponsor</p>	<p>_____ Date and Time</p>
<p>_____ Caretaker Approval Signature</p>	<p>_____ Date and Time</p>