



# Reservation Request Form

| Applicant information  |                           |                            |                          |
|--|---------------------------|----------------------------|--------------------------|
| Group name   |                           | Group status               |                          |
| Group type (select one)  | If Other, please describe |                            |                          |
| Group representative (Primary contact)   | Phone number              | Email address              |                          |
| Mailing address  | City                      | State                      | Zip code                 |
| If we need to reach you, what is the best timeframe to reach you? We will call during regular business hours, Mon-Fri, 8 a.m. – 5 p.m.   |                           |                            |                          |
| Day(s) of the week   |                           | Time(s) of day             |                          |
| <b>Reservations open at 7 a.m. PST, one year in advance of the requested arrival date.</b> Requests received prior to the official opening will be returned to the customer. Send completed request forms to <a href="mailto:Retreat.Centers@parks.wa.gov">Retreat.Centers@parks.wa.gov</a> .<br>There is a two-night minimum reservation. No arrivals or departures may be scheduled on a government holiday. May 1 – Sept. 30, maximum stay is seven nights. Oct. 1 – Apr. 30, maximum stay is 10 nights.<br>Please see page 2 for financial commitments and facility rules, regulations and standards. For more information, visit <a href="http://www.parks.wa.gov/find-activities/retreat-centers">www.parks.wa.gov/find-activities/retreat-centers</a> , email us at <a href="mailto:Retreat.Centers@parks.wa.gov">Retreat.Centers@parks.wa.gov</a> or call (360) 902-8600.<br>If your requested dates are available, submitting this form starts the booking process. Submitting this form does not guarantee a booking. If booking occurs, a contract will be emailed for review, signature and deposit. The signed contract and deposit must be received within three weeks, or your booking will be forfeited. |                           |                            |                          |
| Reservation request  |                           |                            |                          |
| Facility name  |                           | Est. # of OVERNIGHT guests | Est. # of DAY USE guests |
| Arrival day and date   | Departure day and date    |                            | Number of nights         |
| Request an application<br><input type="checkbox"/> Alcohol permit <input type="checkbox"/> Archery permit (Archery is permitted <b>only</b> at Camp Wooten, Cornet Bay, Moran and Puffer Butte)  |                           |                            |                          |
| Alternative dates  |                           |                            |                          |
| If your preferred dates are not available, staff will check for availability of your alternate dates. Alternate dates cannot be more than one year in advance. Use the additional information section to provide additional details.   |                           |                            |                          |
| Arrival day and date   | Departure day and date    |                            | Number of nights         |
| Arrival day and date   | Departure day and date    |                            | Number of nights         |
| Event details  |                           |                            |                          |
| Please provide details about your event. Details of the event help park staff prepare your activities and determine if further coordination or approval is required before you arrive.   |                           |                            |                          |
| Please provide a brief description of the type of event that will be held at the retreat center facility.  |                           |                            |                          |
| Do you plan to bring and use any special equipment? Please describe (e.g. temporary structures, sound amplifiers, etc.)  |                           |                            |                          |
| Additional information   |                           |                            |                          |
|  |                           |                            |                          |

| <b>Contract terms and conditions</b>   |  |
|--|--|
| <b>Financial commitments</b>   |  |
| ●  | Contract must be signed and initialed by the group representative or reservation will not be finalized. Signed contract with deposit must be returned by the date below or reservation may be canceled without further notice.   |
| ●  | Full cancellation made following approval of this use permit will result in a cancellation fee of \$10.00. Cancellations must be made 120 days or more prior to arrival to receive a refund (less all transaction fees). Transaction fees are non-refundable. Cancellation less than 120 days prior to arrival will forfeit their deposit. A group that reserves less than 120 days in advance is not entitled to a refund should they cancel. Groups cancelling a reservation will be prohibited from booking a new reservation for 45 days.                                |
| ●  | Request to reduce the number of nights (partial cancellation) will result in charges equal to 50 percent of the minimum retreat center fee for each night cancelled. Group must maintain a minimum of two nights and comply with all other reservation policies. Payment is due at the time the request is processed.  |
| ●  | A request to modify a reservation following approval will result in a modification fee of \$10.00. This fee may be collected at the time of modification or applied to the final invoice at check-out.   |
| ●  | Deposit: Make checks payable to Washington State Parks. To make payment by credit card, contact program staff to schedule payment by phone. Do not provide credit card information via email or voicemail messages.  |
| ●  | Balance Due at Check-out: Remaining use charges and fees are calculated during your stay and payment is to be made to facility staff by cash, check, money order, purchase order, or credit card at the conclusion of your stay.   |
| ●  | No new reservations for the User Group will be accepted until outstanding balances for previous use or deposits for pending reservations are paid in full.   |
| ●  | On the date of arrival, if you anticipate being more than one hour later than your specified time, due to unforeseen circumstances, you must contact the park directly for arrangements. Failure to do so will result in a \$50 fee.   |
| <b>Facility use rules, regulations and standards</b>   |  |
| 1  | Facility may not be used without the approved Use Permit. Permits may not be transferred. Permits, including Archery and Alcohol Use Permits, are revocable for failure to adhere to all rules, regulations, and standards.  |
| 2  | User Group shall have a designated representative. The representative must be present at check-in, check-out, and during the entirety of the Group's use. The designated representative is responsible for all activities of the Group.  |
| 3  | User Group may not exceed the rated occupancy capacities of the facility without prior approval of the Park Manager, subject to limitations imposed by the Park Manager.   |
| 4  | User Group may have less than the minimum occupancy, however the minimum fees still apply. The day use minimum is applicable for early check-in, late check-out, or day only use. Fees may be subject change between reservation date and use date(s).   |
| 5  | Except with permission of the Park Manager, User Group and all users must be ready to check out at the designated departure time. Failure to comply may result in additional charges.  |
| 6  | Facilities have a standard arrival of 3:00 p.m. and departure of 11:00 a.m. Early arrival and late departures require approval by State Parks retreat center program staff and may be requested no earlier than 30 days prior to the scheduled arrival. A decision will be based on availability and application of all other reservation policies. Any requested changes to arrival and departure times and/or dates must be approved in advance by emailing <a href="mailto:retreat.centers@parks.wa.gov">retreat.centers@parks.wa.gov</a> . Additional charges may apply. |
| 7  | User Group shall comply with applicable health and safety standards. Park staff may restrict the use of buildings or areas within the facility when necessary to protect the health or safety of the User Group. The group representative shall advise park staff immediately of any injuries or similar health and safety concerns.   |
| 8  | Users shall not alter or damage the facility. Users shall not damage, alter, or remove any natural feature of the facility, including but not limited to trees, shrubs, rocks, or flowers. User group is liable for damage to or loss of State Park property occurring as a result of use that is in excess of normal wear and tear. Group representative shall advise park staff immediately of any damage to any part of the facility.   |
| 9  | As directed by park staff, the User Group shall record daily attendance by all users, including RVs, tent, and/or day use users.   |
| 10   | Self-contained recreational vehicles and/or tents may be allowed with permission of the Park Manager, subject to limitations imposed by Park Manager.  |
| 11   | Except with permission of the Park Manager, motor vehicles may be driven only in authorized areas and parked only in designated parking areas.   |
| 12   | Except with permission of the Park Manager, electric appliances, other than those provided, are prohibited.  |
| 13   | Outdoor fires are permitted only in designated areas, provided no burn restrictions are in effect. Fires may not be left unattended.   |
| 14   | Pets are not allowed in the buildings at the facility. Service animals are permitted. At facilities that have designated pet friendly cabins, pets are permitted only in the designated facility with the payment of the per night/per facility pet fee.   |
| 15   | The group must observe quiet hours between 10:00 p.m. and 6:30 a.m. Except with permission of the Park Manager, no person shall use sound-emitting equipment at any time, at a volume that emits sound beyond the immediate area of use.   |
| 16   | A Discover Pass is not required for overnight users. A group reserving for the day, or any additional day use only guests must properly display a valid Discover Pass in each vehicle.   |
| 17   | Sale of goods, food, or merchandise is not allowed under this Use Permit. A separate concession permit is required for the sale of goods, food, or merchandise.  |
| 18   | No smoking is permitted pursuant to RCW 70.160.  |
| 19   | No fireworks are permitted within any state park.  |
| Please note that the above terms and conditions are specific to the retreat center facility. All visitors are also required to comply with all rules for public use of state park areas. For information, please visit <a href="https://app.leg.wa.gov/WAC/default.aspx?cite=352-32">https://app.leg.wa.gov/WAC/default.aspx?cite=352-32</a> . |  |