



Gwinwood

6015 30th Ave SE  
Lacey, WA 98503

**Mailing Address:**  
PO Box 3445  
Lacey, WA 98509

360.491.0195  
360.491.2529 Fax

info@gwinwood.org  
www.gwinwood.org

Managed By:  
Art & Tricia Uchytel

# APPLICATION FOR RESERVATION

## NO PETS ALLOWED

Name of Group \_\_\_\_\_ Phone \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Event Type \_\_\_\_\_

City State Zip \_\_\_\_\_ Number in Group (min) \_\_\_\_\_ (max) \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Arrival Time \_\_\_\_\_ Departure Time \_\_\_\_\_

Facilities Requested	Occupancy for overnight use:			
	Westwood	Main Lodge	Main Lodge+Cabins—30 min/120 max	
			Cabins (A—E) + Main Lodge	Cabin Meeting Room 1 per cabin
Day Use			NA	How many cabins?
Overnight		w/Cabins	How many cabins?	How many cabins?

Please indicate your meal choice from the menu for each meal prepared by Gwinwood staff. Use the number from the menu corresponding to your meal choice. If you are preparing your own meals, please indicate the meals you are serving with an 'X'.

	MON	TUE	WED	THU	FRI	SAT	SUN
Breakfast							
Lunch							
Dinner							
Snack or Coffee Service							
Certified Lifeguard							

- Meals prepared by Gwinwood Staff
- Meals prepared by your group

### Minimum Charge

When booking your stay at GWINWOOD we understand that group leaders do not always know the exact number of people that will be attending. GWINWOOD will ask for your group's estimated minimum and maximum attendance. This reservation will hold your group responsible for your minimum number of attendees. By 10am, 7 days before your group arrives at GWINWOOD your event coordinator must provide a final registration and meal count. During your stay, your event coordinator is required to provide an accurate attendance record to GWINWOOD management to calculate your final invoice before your departure. Your group is financially responsible for your group's minimum even if your group's actual attendance is lower than your application for reservation was set for.

**Registration Guarantee Fee** is required with this application and is **non-refundable**. **Registration Guarantee Fee** for day use is \$50 per day, see fee schedule for overnight use registration fee. Cancellation within 30 days of the scheduled event will result in charges for 1/3 of the total anticipated charges.

### Acknowledgement

As event coordinator I acknowledge receipt of Gwinwood's policies and procedures and agree to make every attempt to ensure they are adhered to. Additionally, I agree that I will communicate the applicable points to our group before arrival at the camp. Our group assumes full responsibility for its actions and agrees to not hold Gwinwood liable for any damage, loss of property or injury to persons while on Gwinwood property.

\_\_\_\_\_  
Signature Date

- Items needed to process application for reservation:
- Proof of insurance (or Gwinwood will provide insurance at current cost)
  - Registration Guarantee Fee (see fee schedule)
  - Signed "Application for Reservation" (this form)