

## WASHINGTON STATE PARKS & RECREATION COMMISSION RETREAT CENTER

Return to: Washington State Parks
Retreat Center Program

Retreat.Centers@parks.wa.gov

## **Reservation Request Form**

| Group Name   |                        |                |   |               | Retur            |              | New                   |  |
|--|------------------------|----------------|---|---------------|------------------|--------------|-----------------------|--|
| Group Type (Select One):   | Association            | Family/Wedding | Family/Wedding Org./Busi  |               | ess              | LAF          | RP-Live Action        |  |
| Church   | School                 | Youth Org.     |   | Other:        |                  |              |                       |  |
| Group Representative (Prima  |                        | Phone Number   |   |               |                  |              |                       |  |
|  |                        |                | 1   |               |                  |              | Ext.                  |  |
| Mailing Address  |                        |                |   | Email Address |                  |              |                       |  |
| City   |                        |                | State   |               | Zip              | Code         |                       |  |
| What is the best time/day to reach you, should we need to clarify your request? We will only call during regular business hours, Mon-Fri, 8:00 a.m. to 5:00 p.m.   |                        |                |   |               |                  |              |                       |  |
| Days of the Week  Time of Day  |                        |                |   |               |                  |              |                       |  |
|  |                        |                |   |               |                  |              |                       |  |
| Reservations open at 7:00 AM PST, 1 year in advance of the requested arrival date. Requests received prior to the official opening will be returned to the customer.   |                        |                |   |               |                  |              |                       |  |
| Send completed Reservation Request Form to <a href="mailto:Retreat.Centers@parks.wa.gov">Retreat.Centers@parks.wa.gov</a> .  |                        |                |   |               |                  |              |                       |  |
| There is a 2-night minimum for reservations and no arrivals or departures may be scheduled on a government holiday.  |                        |                |   |               |                  |              |                       |  |
| May 1 <sup>st</sup> – September 30 <sup>th</sup> maximum stay is 7 nights; October 1 <sup>st</sup> – April 30 <sup>th</sup> , groups may stay up to 10 nights.   |                        |                |   |               |                  |              |                       |  |
| For more information about rates minimums, or facility amenities, please see <a href="https://parks.state.wa.us/360/Retreat-centers">https://parks.state.wa.us/360/Retreat-centers</a> . You may also email to <a href="mailto:Retreat.Centers@parks.wa.gov">Retreat.Centers@parks.wa.gov</a> or call (360) 902-8600.  |                        |                |   |               |                  |              |                       |  |
| Your request initiates the booking process <i>if the requested dates are available</i> . Completing the request form is not guarantee of booking. If booking occurs, an application will be sent to you by email for review, signature, and deposit. You will have 3 weeks to sign and pay the required deposit to avoid forfeiture of your requested dates. |                        |                |   |               |                  |              |                       |  |
| RESERVATION REQUEST  |                        |                |   |               |                  |              |                       |  |
| Facility Name  |                        |                |   |               |                  |              |                       |  |
| ARRIVAL  |                        | DEPARTURE      |   |               |                  | ETAILS       |                       |  |
| Day  | Date                   | Day            | Date  |               | Number of Nights |              | Estimated # of Guests |  |
| Check here to request an application for:  | ☐ Alcohol Permit       | ☐ Archery Perm | mit (Archery Permits are permissible <b>ONLY</b> at the Camp Wooten, Cornet Bay, Moran, and Puffer Butte facilities.) |               |                  |              |                       |  |
| Alternative Dates  |                        |                |   |               |                  |              |                       |  |
| You may request alternative dates below. If your preferred dates are not available, staff will check for   |                        |                |   |               |                  |              |                       |  |
| availability of your alternate dates.  |                        |                |   |               |                  |              |                       |  |
| <ul> <li>Please note, you may NOT select dates more than ONE YEAR from today.</li> <li>Use the Additional Information section below to provide additional details.</li> </ul>  |                        |                |   |               |                  |              |                       |  |
| ARR  | ion bolow to provide a | DEPARTURE      |   |               | STAY DETAILS     |              |                       |  |
| Day  | Date                   | Day            |   | Date          |                  | Numb         | er of Nights          |  |
| ARR  | IVAL                   |                | DEPARTURE   |               |                  | STAY DETAILS |                       |  |
| Day  | Date                   | Day            |   | Date          |                  | Numb         | er of Nights          |  |
|  |                        |                |   | l             |                  |              |                       |  |

| Additional Information: |  |  |  |  |  |  |
|-------------------------|--|--|--|--|--|--|
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## Rules, Regulations, and Standards

- 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 these Rules, Regulations, and Standards.
- Sale of goods, food, or merchandise is not allowed under the Use permit. A separate concession permit is required for sale of goods, food, or merchandise.
- User Group shall have a designated representative at the Facility at all times during the Group's use. The designated representative is responsible for the activities of the Group.
- User Group shall comply with applicable health and safety standards.
- User Group may not exceed the rated occupancy capacities
  of the Facility without prior approval of Park Manager,
  subject to limitations imposed by Park Manager.
- 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.
- 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.
- As directed by Park staff, User Group shall record daily attendance by all users, including motor homes, tent, and/or day use users.
- The Users shall not alter or damage the Facility and may not damage any natural feature of the Facility, including trees, shrubs, or flowers.
- User Group shall maintain the Facility in a neat, orderly, and sanitary condition at all times. Before check-out, User Group shall clean the Facility according to check-out instructions from Park Staff.
- Self-contained recreational vehicles and/or tents are allowed with permission of the Park Manager, subject to limitations imposed by Park Manager.
- Except with permission of the Park Manager, motor vehicles may be driven only in authorized areas and parked only in designated parking areas.

- Except with permission of the Park Manager, electric appliances, other than those provided, are prohibited.
- Outdoor fires are permitted only in designated areas, provided no burn restrictions are in effect. Fires may not be left unattended.
- No smoking, firearms, or fireworks are permitted at the Facility.
- Except with permission of the Park Manager, pets are not allowed in the buildings at the Facility. Service animals are permitted.
- User group's designated representative shall advise the Park staff immediately of any injury to any user and any damage to any part of the Facility.
- 18. Except with permission of Park staff, User Group and all users must be ready to check out at the designated checkout time. Additional charges may apply where User Group and users are not fully checked-out by the designated check-out time.
- 19. Quiet times are between the hours of 10:00 PM and 6:30 AM. Except with permission of the Park Manager, no person shall use sound-emitting equipment at a volume which emits sound beyond the immediate area of use at any time
- 20. Early arrival and late departures require approval by State Parks Retreat Center Program Staff and are based on availability. Additional charges will apply. Any changes to arrival and departure times and/or dates must be approved in advance by calling (360) 902-8600. Additional charges may apply. Any changes made without prior approval are not guaranteed.
- 21. The 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 to change between reservation date and use date(s).
- Discover Pass is not required for overnight users. A group reserving for the day, or additional day use only guests must have a valid Discover Pass properly displayed in each vehicle.