

# Rental Agreement I

## Chagdud Gonpa Foundation Rigdzin Ling

PO Box 279  
Junction City, CA 96048  
Phone: 530.623.2714 ext. 128  
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This document represents a rental agreement between Chagdud Gonpa Foundation (hereinafter “CGF”) and \_\_\_\_\_ (Hereinafter “Renter”). This signed and completed form, accompanied by your reservation deposit, reserves the space requested. Please indicate your agreement to these rental terms as well as your explicit agreement to the conditions and policies detailed below by reading this document and initialing and signing in the spaces provided.

<b>I. Group Details</b>	
Organization/Group Name:	
Organization/Group Address :	
Organization/Group Phone:	Organization/Group Email:
Organization/Group Website:	
Contact Person’s Name (on behalf of group/organization):	
Contact Person’s Details:	
Phone:	Fax:
Email:	
Arrival Date:	Arrival Time (2pm or later):
Departure Date:	Departure Time (12pm or earlier):
Group Size:	Nature of Event:

\_\_\_\_\_ Initial

<b>II. Accommodations &amp; Meeting Rooms</b>		
<p><b><u>Creek House</u></b>  Max occupancy 28 people</p> <p>\$300/night (for 10 people or less)  Additional people = \$20/person/night  Includes 3 single or double occupancy rooms and 4 dormitory spaces  3 night minimum</p> <p>NOTE: A new 5% County Transient Tax will be added to all accommodations</p>	<u># of people</u>	Estimated <u>Fee</u>
<p><b><u>Lotus House</u></b>  6-8 single rooms available (2 rooms have double occupancy option)</p> <p>Single room: \$80/night  Double room: \$50/night <b>per person</b></p> <p>NOTE: A new 5% County Transient Tax will be added to all accommodations</p>	<u># of rooms</u>  Single: _____  Double: _____	Estimated <u>Fee</u>
<p><b><u>Camping</u></b>  Available at \$10/night per person in addition to rental of Creek House if over maximum occupancy</p> <p>NOTE: A new 5% County Transient Tax will be added to all accommodations</p>	<u># of people</u>	Estimated <u>Fee</u>
<p><b><u>Creek House Library</u></b>  Max occupancy 30 people  \$50/day</p>	<u># of days</u>	Estimated <u>Fee</u>
<p><b><u>Meeting Yurt</u></b>  Max occupancy 40 people  \$60/day</p>	<u># of days</u>	Estimated <u>Fee</u>
<b>III. Additional Fees &amp; Options</b>		
<p><b><u>Food package</u></b>  Breakfast, lunch and dinner provided.  \$25/person/day</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No  <u># of people</u>	Estimated <u>Fee</u>
<p><b><u>Tables &amp; folding chairs</u></b>  Rental fee of \$20/room</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No # rooms _____ # chairs _____ # tables _____	Estimated <u>Fee</u>

\_\_\_\_\_ Initial

<u><b>Meditation benches &amp; meditation cushions</b></u> Rental fee of \$20/room	<input type="checkbox"/> Yes <input type="checkbox"/> No  # of rooms _____ # of people _____	Estimated <u>Fee</u>
<u><b>Cleaning Fee (Creek House ONLY)</b></u> There is a \$200 cleaning fee	\$	
<u><b>Total estimated fees</b></u> A final breakdown will be confirmed by CGF after the Final Agreement has been submitted by the Renters.	\$	
<u><b>Deposit total</b></u> To secure your reservation, a 25% deposit of the <b>total estimated fees</b> must be submitted. Please see Terms and Policies as a reference for our cancellation policy.	\$	
<b>IV. Deposits</b>		
To secure this reservation, we enclose:  A deposit of 25% of total estimated fee <input type="checkbox"/> Check # _____ <input type="checkbox"/> CC (please call-in)  <p style="text-align: center;"><b>All checks payable to CGF or Chagdud Gonpa Foundation</b></p>		
<b>V. Statement of Contract</b>		
I/We have read, understood and agreed to the <b>Terms and Policies</b> for renting at CGF  Name: _____ Date: _____  Signature: _____		
Received with thanks by CGF:  Name: _____ Signature: _____ Date: _____ _____  Copy made by CGF and returned to _____ on ____/____/____		

Please fax this Rental Agreement I to 530.623.6709, mail to the Group Rentals  
PO Box 279 Junction City, CA 96048, or email to [retreats@chagdudgonpa.org](mailto:retreats@chagdudgonpa.org)  
For questions please call: 530.623.2714 ext. 128

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