



LAKEWOLD GARDENS

Dear Community Member,

Thank you for your participation in Lakewold's Rental Award Program. As a fellow not-for-profit organization we recognize the importance of saving a dollar or two without cutting corners. This program allows us to help other organizations continue with their valuable mission as we continue with ours.

We hope that through this rental award program your organization will be able to host an event at Lakewold. Rental award recipients will receive the use of Lakewold Gardens for their event and the opportunities are endless with volunteer appreciation lunches, staff conferences and fundraising events naming only a few of your options. This program is one way we can give back to the community that has supported us over the years. We strongly believe that win-win situations create great success and goodwill and look forward to a partnership with you.

Please complete the attached forms and return to us prior to the application deadline. If you have any questions regarding this packet of information, don't hesitate to contact our Events Coordinator, Amanda Wood at 253.584.4106, x108, or by email at awood@lakewoldgardens.org.

In the event that your organization is not chosen as a rental award recipient, please feel free to apply again in a year. For more information regarding rentals, please visit our website at www.lakewoldgardens.org.

Thanks again for the important work you do in positively contributing to our community.

Sincerely,

A handwritten signature in black ink that reads "Stephanie Walsh". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Stephanie Walsh
Executive Director

LAKEWOLD GARDENS

Rental Award Program Application

ORGANIZATION NAME

ORGANIZATION MISSION (PLEASE ATTACH A COPY IF MORE SPACE IS NEEDED)

CHIEF EXECUTIVE (NAME & TITLE)

CONTACT NAME & TITLE (IF DIFFERENT)

TELEPHONE

FAX

EMAIL

MAILING ADDRESS (PLEASE INCLUDE CITY, STATE AND ZIP CODE)

TYPE OF EVENT

NUMBER OF ANTICIPATED ATTENDEES

WHAT DO YOU WISH TO ACCOMPLISH WITH THIS EVENT? (PLEASE ATTACH AN ADDITIONAL SHEET IF MORE SPACE IS NEEDED)

(i.e. raise funds, reward volunteers, congratulate employees)

HOW CAN HOLDING YOUR EVENT AT LAKEWOLD BENEFIT THE GARDENS? (PLEASE ATTACH AN ADDITIONAL SHEET IF MORE SPACE IS NEEDED)

(i.e. advertising in newsletter, new visitors to the gardens)

EVENT DATES:

FIRST CHOICE

SECOND CHOICE

THIRD CHOICE

EVENT TIME:

Original application plus one copy of this application must be submitted for review.

A list of current board members and their affiliations must accompany this application.

A copy of your company's 501(c)(3) determination letter or proof of government agency status is required.

Lakewold Gardens awards up to four events during each six month period. Organizations may apply once per calendar year and/or be awarded one event per calendar year.

If awarded a contract:

- Organization agrees and understands that Lakewold Garden's exclusive catering list must be used for all catering needs.
- Organization agrees and understands that Valet Parking Systems, Inc. must be hired if guest count exceeds 80 in attendance.
- Organization agrees to recognize Lakewold Gardens in advertising pertaining to this event.
- Organization agrees to all rules and regulations as outlined in Lakewold's rental of real estate agreement.

Signature

Date

Please remit completed application packet to:
Lakewold Gardens, Attention: Amanda Wood
P.O. Box 39780 - Lakewood, WA 98496-3780