



## 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 phone our events coordinator, Becky Roger at 253-584-4106, extension 108. She can also be reached by email at [broger@lakewoldgardens.org](mailto:broger@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](http://www.lakewoldgardens.org).

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

Sincerely,

A handwritten signature in cursive script that reads "Stephanie Walsh".

Stephanie Walsh  
Executive Director

*"As we become more and more city creatures, living in man-made surroundings, perhaps gardens will become even more precious to us, letting us remember that we began in a garden." - Eulalie Wagner 1904-1991*

**Lakewold Gardens  
Rental Award Program  
Application**

ORGANIZATION NAME

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

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CHIEF EXECUTIVE (NAME & TITLE)

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CONTACT NAME & TITLE (IF DIFFERENT)

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TELEPHONE

FAX

EMAIL

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

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TYPE OF EVENT

NUMBER OF ANTICIPATED ATTENDEES

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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)

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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)

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EVENT DATES:

FIRST CHOICE

SECOND CHOICE

THIRD CHOICE

EVENT TIME:

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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

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