

## Reservation form for the WSU Discovery Garden Pavilion

All organized groups wishing to use the Discovery Garden Pavilion, regardless of size, need to fill out a reservation form. Please fill the form out completely as incomplete forms may be denied. Forms should be submitted at least 14 days in advance. Please remember that the Garden is a public space and though you have reserved the use of the Pavilion visitors are free to visit the rest of the Garden.

Date of request \_\_\_\_\_ Date of Event \_\_\_\_\_

Name of Event \_\_\_\_\_

Time Frame of Event \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Numbers of attendees \_\_\_\_\_ Number of vehicles \_\_\_\_\_

Contact person (must be present at Event) \_\_\_\_\_

E-mail \_\_\_\_\_

Phone number \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

Will you need to use the Pavilion electricity?      Yes              No

Will you need to use the water/sink at the shed?      Yes              No

Would you like to book a docent to lead a tour of the garden?      Yes              No

If your event is to **offer the sampling or serving of food to the general public** you will need to obtain a food handler's permit from the Skagit County Health Dept. and have it posted at the event.

Will you need a food handler's permit?      Yes              No

If you are charging admission or selling a product while using the Discovery Garden you will be charged a \$50 fee.

Will you be charging admission?      Yes              No

Are you going to be selling a product or service?      Yes              No

The fee is payable to the SCMGF upon the acceptance of this reservation by the Discovery Garden Manager and the Skagit County Master Gardener Foundation.

We ask that you use areas designated for picnicking such as the tables around the garden, the pavilion or a nice spot on our lawns. Please clean up after yourselves. Leave the garden as you found it and remove all your trash.

Please return this completed form to:

Skagit County Master Gardener Program

11768 Westar Ln, Suite A

Burlington, WA 98233-3672

Or, E-mail Dave Buchan, [dave@buchanmacek.com](mailto:dave@buchanmacek.com)

Phone 360-630-5205

The WSU Discovery Garden is funded and maintained by the efforts of Skagit County Master Gardener volunteers. Donations on behalf of the Garden are gratefully accepted and can be sent to the above address.