



**Physical Address: 255 Benbow Dam Road, Benbow, CA 95442**

**Mailing Address: 522 Biscayne Drive, San Rafael, CA 94901**

**415.317.2034**

**ahuegel@juliamorganredwoodgrove.com**

## **APPLICATION**

Name of individual or organization applying to rent Julia Morgan's Redwood Grove for Event Usage (Applicant/Lessee):

**Individual:** \_\_\_\_\_

**Organization:**  
\_\_\_\_\_

**Contact Person:**  
\_\_\_\_\_

**Mailing Address:**  
\_\_\_\_\_

**Contact Phone:** \_\_\_\_\_

**Home/Office:** \_\_\_\_\_

**Mobile:** \_\_\_\_\_

**Requested Use Date:** \_\_\_\_\_

**Alternate Date Requested:** \_\_\_\_\_

**Type of Event (Please specifically describe):**  
\_\_\_\_\_

**Areas of Redwood Grove available to be used for:**

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**During your requested dates, the following homes are showing availability:**

**Main House: \$1,500/night + 12% county taxes and all cleaning fees, 3:00 pm arrival, 11:00 am departure. This house features 3 bedrooms (1 King, 1 Queen, 1 Double), 4 baths with an additional inflatable single sleeper.**

**Guest House: Not available**

**Carriage House (if available): \$250/night + 12% county taxes and all cleaning fees, 3:00 pm arrival, 11:00 am departure. This house features a Queen bedroom and Queen sleeper sofa.**

**Event Demographics:**

Approximate set up date and time: \_\_\_\_\_

Event start time: \_\_\_\_\_

Event end time (All events must end by 10:00 PM): \_\_\_\_\_

Catering strike or clean up schedule: \_\_\_\_\_

Estimated number of people: \_\_\_\_\_

Demographics or average age of guests: \_\_\_\_\_

Will there be amplified music? **YES or NO**

Will there be alcoholic beverages served? **YES or NO**

Will there be alcoholic beverages sold? **YES or NO**

Will there be food served? **YES or NO**

Will there be food for sale? **YES or NO**

Will there be an admission charge? **YES or NO**

Will there be contributions solicited? **YES or NO**

Will there be sales of merchandise? **YES or NO**

Is the event open to the general public? **YES or NO**

## **Rates.**

Special Event Rates are based upon the scope of the event and time period rented.

One to Two hours: \$2,000

Three to Four hours: \$4,000

Four to Six hours: \$6,000

More than Six hours (8:00 AM-10:00 PM): \$9,000

Rental includes shuttle support to/from the property from the Benbow Inn/adjacent property; rental tables and chairs to match headcount of the event; and team support the day of the event. Additional expenses include interior and exterior event cleaning fees, security based upon the size and scope of the event, and temporary washroom facilities.

Note: There is an additional fee of \$1,000 to strike and store the Great Room, Family Room and/or Sun Room furniture from the Main House.

Julia Morgan Redwood Grove is a privately held gated estate. We value our privacy and respect yours. The following are additional policies regarding the requested use. We also require a full planning visit be completed at least 30 days prior to the event with all vendors (ie, caterers, musicians, rentals, bartender, etc.) and decision makers to create a timeline of the event so it can run as smoothly as possible.

**Insurance.** Renters must provide a \$2 million “**Certificate of Insurance**” naming the facility as Primary Insured and the User as the Additional Insured in respect to facility operations or their use of the property. Renters must also maintain a “**hold-harmless agreement**” with Redwood Grove regarding personal injuries, losses to user’s or guests’ property, and losses due to vandalism or accidental damage, and are required to sign the attached Indemnity Agreement. Redwood Grove will not be responsible for any losses. Users are responsible for any damages that occur as a result of their event. If you are planning on having a no host bar that is selling liquor, General Liability policy should include an endorsement stating they have “**Host Liquor Liability & Auto Liability.**”

**Payment.** Redwood Grove requires the deposit of 50% of the rental in order to reserve the date. The rest of the payment is due no later than 10 days prior to the event. Upon receiving the payment we will need a signed copy of rental agreement.

**Security Deposit** A **security deposit** of 50% of the total rental fee is also required with the submission of signed rental agreement. This deposit is fully refundable following the event provided the property is left in the same condition found prior to event. All trash, decorations, recyclable items, and other artifacts of the event are to

be removed from the premises by user at close of event.

**Cleaning Fee** The cleaning fee is charged as a pass-through expense. It will be deducted from the security deposit. If you prefer daily housekeeping service, it can be arranged as a pass-through expense.

**Grocery Shopping** We offer complimentary grocery shopping services so you can arrive to a stocked kitchen. Please inquire about these services.

### **Facility Rental Policies**

**Reservations.** To book Redwood Grove, please make an initial request to Redwood Grove for approval of your event and for the date in which you are interested. Staff will check for availability, and if the date is clear, will provide an agreement form to complete. Redwood Grove is available for rent only during approved hours, with the exception of overnight accommodations. As the property contains 3 homes, all outside activities must stop by 10:00 pm and noise from indoor activities cannot overflow to impinge on the quiet enjoyment of other homes or nearby Benbow Inn.

**We require the security deposit and half of the rental fee in order to confirm your event. The rest of the payment is due no later than 10 days prior to the event.**

**Cancellations.** Cancellations for the event may result in all or partial loss of the security deposit and initial payment, depending how many days prior to the event. Amount being refunded:

\*90 days prior to event; 80% refunded; 20% withheld

\*60 days prior to event; 50% refunded; 50% withheld

\*less than 60 days prior to event; 20% refunded; 80% due/withheld

\*less than 30 days; no refund/ 100% due/withheld.

\_\_\_\_\_ **Please initial here**

The undersigned understands and certifies that:

The information given herein is true and correct,

I am authorized to execute this application on behalf of the organization or individuals described herein (Applicant/User), for usage of the above-specified areas of the Julia Morgan's Historic Redwood Grove on the dates specified herein,

Application does not guarantee rental privileges, and Redwood Grove reserves

the right to refuse rental privileges to anyone for any reason.

Reservation is not secure until the Julia Morgan Redwood Grove usage contract has been executed by both Applicant/Lessee AND Redwood Grove, and Applicant/Lessee has paid the required deposits.

I agree to pay all rental fees 10 days prior to the event, and comply with all other requirements specified herein and in the attached agreement by ten days prior to the event.

Application submitted by:

\_\_\_\_\_ INDIVIDUAL

\_\_\_\_\_ PRINTED Name of Signer

**OR**

\_\_\_\_\_ ORGANIZATION NAME

\_\_\_\_\_ Signature

\_\_\_\_\_ Signer's Printed Name and  
Title

\_\_\_\_\_ Date