



Village Green Metropolitan Park District  
26159 Dulay Road NE, Kingston  
(360) 297-1263  
[www.myvillagegreen.org](http://www.myvillagegreen.org)

## 2026 RESERVATION INQUIRY

PLEASE PRINT

<b>CONTACT NAME:</b>			
<b>ORGANIZATION</b> (if applicable):			
<b>EMAIL:</b>			
<b>PHONE:</b>			
<b>NAME OF EVENT:</b>			
<b>PREFERRED DATE:</b>			
ALT DATE #1:			
ALT DATE #2:			
<b>DESCRIPTION OF EVENT:</b>			
<b>EVENT START TIME</b> (What time do you plan to enter the building to start setting up?):			
<b>EVENT END TIME</b> (What time do you plan to exit the building, after breakdown is completed?):			
<b>ROOM(S) REQUESTED:</b>			
<input type="checkbox"/> Community Room	<input type="checkbox"/> Summit Lounge	<input type="checkbox"/> Tech Lab	
<input type="checkbox"/> Windermere Room	<input type="checkbox"/> Meeting Room	<input type="checkbox"/> Gym/Multipurpose Room	
<input type="checkbox"/> Blue Heron Room	<input type="checkbox"/> Banquet Hall	<input type="checkbox"/> Kitchen	
<b>HOW MANY ATTENDEES EXPECTED</b> (approx.):			
<b>WILL THERE BE FOOD PROVIDED?</b> YES/NO		<b>CATERED?</b> YES/NO	
<b>WILL THERE BE ALCOHOL?</b> YES/NO			
<b>EQUIPMENT NEEDS?</b>			
<b>DO YOU WANT</b> (circle all that apply):    DISH RENTAL?    LINEN RENTAL?    COFFEE?			
<b>DO YOU QUALIFY FOR RESIDENT/NON-PROFIT DISCOUNT?</b>		YES	NO
<i>Do you a) live within the Village Green Metropolitan Park District Boundaries or b) have a Non-Profit Certificate from the Secretary of State?</i>			