



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

2026 RESERVATION INQUIRY

PLEASE PRINT

CONTACT NAME:			
ORGANIZATION (if applicable):			
EMAIL:			
PHONE:			
NAME OF EVENT:			
PREFERRED DATE:			
ALT DATE #1:			
ALT DATE #2:			
DESCRIPTION OF EVENT:			
EVENT START TIME (What time do you plan to enter the building to start setting up?):			
EVENT END TIME (What time do you plan to exit the building, after breakdown is completed?):			
ROOM(S) REQUESTED:			
<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	
HOW MANY ATTENDEES EXPECTED (approx.):			
WILL THERE BE FOOD PROVIDED? YES/NO	CATERED? YES/NO		
WILL THERE BE ALCOHOL? YES/NO			
EQUIPMENT NEEDS?			
DO YOU WANT (circle all that apply):	DISH RENTAL?	LINEN RENTAL?	COFFEE?
DO YOU QUALIFY FOR RESIDENT/NON-PROFIT DISCOUNT? <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>		YES	NO