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## Group Reservation Form

Date of Reservation: \_\_\_\_\_

Time of reservation: \_\_\_\_\_ - \_\_\_\_\_

(You must arrive 30 minutes before your reservation.)

Group Name: \_\_\_\_\_

Number of People: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Email: \_\_\_\_\_

Fax Number: \_\_\_\_\_

### Reservation policies

- We charge for a minimum of 2 hours. Reservations can be 2 to 6 hours in length. The time period for the reservation must be set on this form in advance.
- All reserved boats are held for 1 hour after the reservation starting time. If your group does not arrive in that time, the boats are released for rental and the deposit is forfeited.
- Changes can be made to reservations until **two weeks** before the day of the event.
- We make group reservations for groups of 12 or more. Custom tours are available for smaller groups. Only one reservation will be booked per day.
- The event coordinator must be **on site** on the day of the reservation.
- All participants must sign the insurance waiver at time of event. All participants must be 18 years of age to sign insurance waiver, if under 18, parent or guardian signature required. All paddle boarders must sign paddle board agreement and comply with our policies.
- Alcohol consumption is prohibited while in the possession of rental equipment.
- Requested boats must be specified on this form in advance.
- There is no penalty for early return. Late returns will be charged our hourly rental fee for all additional time. Any damage to rental equipment will be billed to the group.
- We require an advance payment of 50% of the total tax-inclusive reservation cost. The reservation date is secured only after the advanced payment of 50% has been paid.
- The group will pay as one, on one credit card, check or cash amount. An 18% gratuity will be applied to the final payment.
- The deposit payment is non-refundable unless Agua Verde cancels the event. In the event of dangerous weather conditions, you will be issued a gift card for the amount of the deposit.
- All groups will be charged a reservation fee. Please contact the paddle club tour manager for information on the fee for your group.

I, \_\_\_\_\_, the event coordinator for this reservation, have read and understood these policies and assume responsibility for informing the group members of said policies. **I will be present on the day of the reservation, and assume responsibility for the actions of all group members.**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

The following pages will help you plan your outing. Page two will help you organize your group into boats and then to figure out the amount for your deposit. The third page is the release of liability and assumption of risk waiver that everyone in your group must read and sign at the time of event. The last page contains information on the lake system in general and interesting destinations accessible by kayak, information on guided tours, and suggested clothing.

To complete the "Choose Your Kayaks" worksheet on page two please write the participant's name, their choice of kayak (single or double), their experience level (beginner, intermediate and expert), and their height and shoe size. For boat type and experience level just check the appropriate box. We use this information to determine which boats will be used. Make sure all boats are full! If you are unsure as to the exact size and makeup of your group, tell us the maximum number of participants expected and base the deposit amount on the maximum number of boats required. **Return only pages 1 and 2 of this packet.**

Updated 1/28/2019

**Instructions:** If renting single kayaks, please fill out **both** columns of worksheet with paddler information. If renting double kayaks, you do not need to complete participant information.

### “Choose Your Kayaks” Worksheet

K1 = single, K2 = double

Participant's Name	Boat Type
1. _____	K1 ___ K2 ___
2. _____	K1 ___ K2 ___
3. _____	K1 ___ K2 ___
4. _____	K1 ___ K2 ___
5. _____	K1 ___ K2 ___
6. _____	K1 ___ K2 ___
7. _____	K1 ___ K2 ___
8. _____	K1 ___ K2 ___
9. _____	K1 ___ K2 ___
10. _____	K1 ___ K2 ___
11. _____	K1 ___ K2 ___
12. _____	K1 ___ K2 ___
13. _____	K1 ___ K2 ___
14. _____	K1 ___ K2 ___
15. _____	K1 ___ K2 ___
16. _____	K1 ___ K2 ___
17. _____	K1 ___ K2 ___
18. _____	K1 ___ K2 ___
19. _____	K1 ___ K2 ___
20. _____	K1 ___ K2 ___

### Paddler information for Single Kayaks

B = beginner, I = intermediate, E = experienced

Experience	Height	Shoe size
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____
B ___ I ___ E ___	____' ____"	_____

#### Determining the amount of your deposit

Tour Guide Fee: \_\_\_\_\_ X \$ 50/hr = \$ \_\_\_\_\_/hour  
 Number of Singles: \_\_\_\_\_ X \$20/hr = \$ \_\_\_\_\_/hour  
 Number of Doubles: \_\_\_\_\_ X \$26/hr = \$ \_\_\_\_\_/hour  
 Number of Paddle Boards \_\_\_\_\_ x \$23/hr = \$ \_\_\_\_\_/hour

} Sum of these lines = \$ \_\_\_\_\_ Your Hourly Rate

**Now you have the hourly rental rate for the group.**

**Multiply the group rental rate by the number of hours you want to reserve the boats for.**

\$ \_\_\_\_\_/hr X \_\_\_\_\_ hr. = \$ \_\_\_\_\_ Add the reservation fee + \$ \_\_\_\_\_ = \$ \_\_\_\_\_

Multiply by **1.101** for Washington State and City of Seattle sales and use tax.

\$ \_\_\_\_\_ X 1.101 = \$ \_\_\_\_\_

To determine the amount of your deposit, divide the total with tax you found above by 2.

\$ \_\_\_\_\_ ÷ 2 = \$ \_\_\_\_\_ Deposit amount

**\*\*Group Reservations are subject to a Group Reservation Fee\*\***

**\*\*\*We will apply a minimum 18% gratuity for Group Events\*\*\***

Below is an example of the Release of Liability and Assumption of Risk you and your group will be asked to sign the day of your event.

**RELEASE OF LIABILITY - ASSUMPTION OF RISK. PLEASE READ BEFORE SIGNING**

In consideration of being allowed to participate, in any way in the Agua Verde Paddle Club kayaking program, its related events and activities,

I, \_\_\_\_\_, the undersigned, acknowledge, appreciate, and agree that:

The risk of injury from the activities involved in this kayaking program does exist, including the potential for permanent paralysis and death and while particular skills, equipment, and personal discipline may reduce this risk, the risk of serious injury does exist;

I KNOWINGLY AND FREELY ASSUME ALL SUCH RISKS, both known and unknown, even if arising from the negligence of others, and assume full responsibility for my participation;

I willingly agree to comply with the stated and customary terms and conditions for participation. I will wear a U.S. Coast Guard approved personal flotation device at all times. If however, I observe any unusual significant hazard during my presence or participation, I will remove myself from participation and bring such to the attention of the Agua Verde Paddle Club staff immediately;

I, for myself and on behalf of my heirs, assigns, personal representatives and next of kin, HEREBY RELEASE, INDEMNIFY, AND HOLD HARMLESS AVZ Inc., DBA-Agua Verde Paddle Club, its officers, agents and/or employees, other participants, sponsors, advertisers, and the University of Washington ("Release's"), with respect to any and all injury, disability, death, or loss or damage to person or property, whether arising from the negligence of the Release's or otherwise, to the fullest extent permitted by law.

I HAVE READ THIS RELEASE OF LIABILITY AND ASSUMPTION OF RISK AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND AM SIGNING IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT.

**FOR PARENTS/GUARDIANS OF PARTICIPANTS UNDER AGE 18**

This is to certify that I, as parent/guardian with legal responsibility for this participant, do consent and agree to his/her release of liability as provided above of all the Release's, and, for myself, my child and our heirs, assigns and next of kin, I release and agree to indemnify and hold harmless the Release's from any and all liabilities incident to my minor child's involvement or participation in these programs as provided above, even if arising from the negligence of the Release's, to the fullest extent permitted by law.

No signatures are required at this time.

Please contact Agua Verde Paddle Club if you have any questions pertaining to this release.

## Excerpts taken from “A Guide from Friends of Lake Union and the Olmsted-Fairview Park Commission” and other sources.

- **Lake Union Dry Dock.** This 12 acre complex--entirely over water--is one of the largest industrial sites near downtown, and probably the oldest continuously operating marine business in the city. Once a builder of Coast Guard cutters, tuna clippers, pleasure yachts, and even some large canoes and whale boats (and manufacturer of the first waterskis in the U.S.), the company is now a leader in ship repair. None other has as many floating dry docks that are certified by the U.S. Navy.
- **Lake Union.** Gouged out by a glacier more than 12,000 years ago, Lake Union is now one of the world's most urban. At the geographic and population center of Seattle, the lake supports every conceivable use; industry, residences near and on the water, a major fish run, birds and other animals, boating, aviation, tourism, recreation--and more. Native Americans referred to the lake as Tenas Chuck ("little water"); one of their camps existed at the south end of the Lake until at least 1875. Many acres of Lake Union have since been filled in, mostly from the city's various re-grades, and some from the I-5 construction. The 1918 construction of the ship canal connecting Lake Washington to Puget Sound raised Lake Union somewhat, and brought shipyards and other industry. Lake Union's shoreline now totals about seven nautical miles; many more miles are available in Portage and Union Bays, the Ship Canal, and Salmon Bay.
- **University Bridge.** Later named the University Bridge, but opened in 1919 as the Eastlake Avenue Bridge, it is a registered City historic landmark. Abutting residents are planting native wetland vegetation, which is attracting muskrats and waterfowl.
- **Portage Bay.** The extreme south end of Portage Bay (south of SR-520) is a wonderland of wetland habitat and wildlife. Beavers, herons and other waterfowl, and fish abound.
- **Gasworks Park.** This unique and award-winning 20-acre park is one of the world's few industrial reclamation parks, a tribute to the imagination and courage of designer Richard Haag. Although recommended as a park site by the Olmsted Brothers, the site was acquired for coal gasification beginning in 1906, and last used to produce methane gas in 1956, when pipelines brought natural gas to the Seattle area. The imposing industrial relic, with its large towers, is the sole survivor of 1400 gasification plants that once dotted the United States. Current park features include Kite Hill with its large sundial, the Play Barn, and a paved shoreline viewpoint. The beach is suitable for hand-launched watercraft; a rule prohibiting boat-launching in City parks is frequently (and justifiably) ignored. An effort is underway to establish an interpretive center and install a camera obscura in one of the towers.
- **Ballard Locks and Fish Ladder.** The Hiram M. Chittenden Locks are known as the Ballard Locks because they're in that neighborhood. The locks link salty Puget Sound with the fresh waters of Salmon Bay, Lake Union, Portage Bay and Lake Washington. Both tourists and locals enjoy watching the parade of kayaks, sailboats, motorboats, tugs, barges and yachts passing through. While in the Locks area it is important to yield the right of way to other boaters and to defer to the lock manager's requests.
- **Magnuson Park at Sand Point.** Discover a great urban park for the 21st century! Sand Point Magnuson Park sits on a splendid mile-long stretch of Lake Washington's shoreline in northeastern Seattle. At 350 acres, it is Seattle's second largest park. This former Navy facility is rapidly becoming home to a unique combination of features and activities for you to enjoy: recreation and leisure—boating, swimming, walks, kite flying, to name a few; sports fields; natural areas; and a community campus. In addition, you can take part in shaping the new and expanded park features now in the planning process.
- **Arboretum.** Acres of trees and shrubs stretch from the far side of Capitol Hill all the way to the Montlake Cut, a canal connecting Lake Washington to Lake Union. Within the 230-acre arboretum, there are 5,000 varieties of plants and quiet trails that are pleasant throughout the year but which are most beautiful in spring, when the azaleas, cherry trees, rhododendrons, and dogwoods are all in flower. In the north end of the arboretum is a marshland that is home to ducks, herons, beavers and turtles. Water trails meander throughout the wetlands offering a unique urban wildlife experience.
- **Madison Park.** Madison Park is a lovely grassy park on the shores of Lake Washington, south of the Evergreen Point Bridge. The park features a bathhouse and swimming beach that is patrolled by lifeguards during the summer.

### Suggested Clothing

Wear clothing you would wear for any outdoor activities such as hiking or bicycling. On cooler days layers such as a fleece jacket or an extra sweatshirt are a good idea. If it is windy you may also want to bring a wind breaker. Also make sure that whatever you wear will remain comfortable even if splashed with water. We provide life vests, paddles, spray skirts and basic instruction.

**Other suggested items to bring:** Depending on the length of your trip, snacks and drinks are a good idea. Sunscreen, sunglasses and a hat are great for those sunny days. We always recommend you carry one or more bottles of water with you.