

THE LAKES COMMUNITY ASSOCIATION EVENT CENTER RESERVATION FORM

**THE EVENTS CENTER IS NOT AN ADJUNCT TO THE POOL. GUEST LIMITS FOR ALL OTHER
COMMON AREA FACILITIES SUCH AS THE POOL AND FITNESS CENTER
ARE STILL APPLICABLE**

Room Rental Fee (non-refundable): \$150.00 Damage & Cleaning Deposit (refundable): \$200.00. A 48 hour notice is required for all cancellations in order to have your Room Rental Fee returned. Checks must be written by the resident renting facility. Please enclose two (2) separate checks with your application made payable to: *The Lakes Community Association*

RESIDENT NAME: _____

RESIDENT PROPERTY ADDRESS: _____

HOME PHONE: _____ WORK PHONE: _____

E-MAIL (optional): _____

TYPE OF EVENT: _____

EVENT DATE REQUESTED: _____ NO. OF GUESTS: _____

TIME: START (Earliest 9:00 am) : _____ FINISH (Latest 10/11 pm): _____

ENTERTAINMENT?: YES NO - IF YES, PLEASE SPECIFY TYPE(S) OF ENTERTAINMENT AND EQUIPMENT

TO BE USED: _____

INSURANCE REQUIREMENT: I, as the resident hosting a private event, will provide proof of one (1) day event insurance, with a minimum of \$1,000,000.00 coverage, in the form of an insurance certificate listing "the Lakes Community Association" and "Keystone Pacific Property Management" as additionally insured. This insurance can be obtain by residents from either their individual homeowner's insurance policy or another insurance vendor. This insurance is required at least 72 hours prior to your schedule event.

WILL YOU BE SERVING ALCOHOL? YES NO - If yes, you are required to provide proof of insurance as part of your above mentioned insurance requirement. ***Residents are responsible to pay for all costs of this insurance requirement.***

OPTIONAL CLEANING FEE OF \$85.00 ? YES NO - If yes, the resident is required to pay the cost of cleaning (\$85.00) prior to the event. Cleaning crew will sweep, mop and wipe down all counters. Trash must still be removed from center and taken to community dumpster.

TABLES AND CHAIRS: Are included in the rental and must be accounted for at the end of your event. There are eight (8) 60 inch rounds, two (2) 8 foot banquet tables and eighty (80) chairs. Management is not responsible for damaged chairs and/or tables on the day of your event.

OTHER: I have received a copy of the Events Center Reservation Procedures and Guidelines. I understand that in the event that I do not follow any of the regulations, or provide inaccurate information on my application, the Community Association reserves the right to cancel my event at any time, including during the function. I am aware that if a fire alarm pull-station is tampered with during my event and the alarm is triggered, I, the reserving individual will be held financially responsible for the response team and resetting of this device. By signing below, I swear that the information provided on this form is true and correct to the best of my knowledge.

SIGNATURE: _____ DATE: _____

PRINT NAME: _____ CHECK # (FEE) _____ CHECK # (DEPOSIT) _____

Event Center Rules and Procedures:

1. Certain dates may be blacked out due to Community Association events.
2. Reasonable signage may be placed in the area immediately leading to the community room; however, it must be removed promptly after the event.
3. A schedule of availability can be obtained from the recreation coordinator/on-site manager.
4. The Association's Insurance Policy does not insure individuals within the Association or their personal, private parties hosted at the Event Center or Community Park. Therefore, any resident wishing to rent the facilities must provide individual insurance to cover their events.
5. Residents renting the Event Center or Community Park for a private event must obtain an insurance rider from their liability policy or from another insurance company who will provide individual coverage for their event. Residents renting the facilities must provide proof of insurance in the form of a certificate of insurance with a minimum of \$1,000,000.00 general liability listing the Lakes Community Association and management as additionally insured.. Any person found to be serving alcohol without the proper insurance will be subject to forfeiture of their deposit, fines and expulsion from the facility. *Note: you will not be able to obtain your key fob to use the Event Center until the insurance certificate has been provided to the Association.*
6. The Lakes Community Association and their designees reserve the right to close the Events Center as necessary and without notice due to inclement weather, maintenance, unsafe conditions and community events. Whenever possible notice will be made prior to the closing.
7. Use of the Events Center and other common area facilities is a privilege and may be revoked by the Board of Directors if determined in their sole discretion that any member, resident or guest thereof fails to adhere to the rules, does not pay their monthly dues in accordance with the Associations collection policy or unreasonably infringes upon other resident's rights or enjoyment of the facilities.

RESERVATION PROCEDURES

1. Contact the on-site manager at the Bay Club to see if the desired date is available or go on-line at www.thelakesassociation.com and check the calendar.
2. If the desired date is available, it can only be reserved by filing out and completing The Events Center Reservation Form and submitting it to the on-site manager at the Bay Club. There is no verbal "holding" of a date.
3. Reservations have to be made a minimum of five (5) days prior to but no more than six (6) months in advance of the date the Events Center is to be used.
4. The Events Center cannot be reserved in the same two-week period by the same individual.
5. Only checks are accepted and must be made payable to The Lakes Community Association at the time of the reservation **and must be written on an account from the resident renting the facility**. Two (2) separate checks are required to be submitted with the reservation form as outlined below.
 1. A check for \$150.00 for the use of the Events Center (to be cashed).
 2. A check for \$200.00 for the damage deposit, which will be returned within 20 days (if, upon inspection of the premises, there is no damage to said premises).
6. No reservation can be made or confirmed until a completed Events Room Reservation Form and the two (2) checks are received.
7. The damage and reservation deposit and use fee will be returned if the event is canceled with at least 48 hours' notice. If your event is canceled with less than 48 hours' notice, your \$50.00 use fee will not be returned.
8. If you are found to be serving alcohol at the Events Center and have not met the criteria laid out above, the patrol service will be instructed to close the facility and have your event stopped.
9. Once the forms are filled out, the checks are provided, the necessary insurance clauses are met and the walk- through completed the manager will provide you with a key fob that will open the facility on the day of your event only.
10. Return the key fob directly to the manager the next business day after your event or leave it in the drop box at the Bay Club at your own risk. Lost key fobs will mean fifty (\$50) dollars is kept from the damage deposit. You will only receive \$150 back from your deposit.

CLEANUP REQUIREMENTS

All of the following conditions must be met in conjunction with use of the Events Center.

Residents have the option to pay an additional \$85.00 to have room cleaned. If they elect not to pay additional fee they will need to clean facility themselves.

1. The reserving individual must check facility beforehand to make sure it is in order (walk-through with manager).
2. The Events Center carpeting must be vacuumed after use.
3. Kitchen area must be cleaned and all counters wiped down and floors mopped. Basic cleaning supplies are provided as is a vacuum. However, if other cleaning is necessary and more or different supplies are needed then these will have to be provided by the reserving individual.
4. All appliances must be cleaned inside and out.

5. No debris or trash shall be left in the bathrooms or any portion of the common area facility inside or outside.
6. Users are responsible for providing their own trash bags.
7. Furniture is to be placed in its original setting.
8. All decorations need to be completely removed.
9. Do not use tape or tacks in the walls to hold up decorations.
10. Failure to complete any of the above-mentioned procedures will result in a deduction from the damage deposit.

TABLES AND CHAIRS:

Tables and chair are included with the rental of the hall. There are eight (8) 60" rounds, two (2) 8ft banquets, and two (2) wood tables that extend from 4 ft to 6 ft. There are eighty (80) chairs available for use. Management is not responsible for damage or missing chairs.

Resident Signature: _____ Date: _____