

## RESERVATION FOR LAKEVIEW HALL

-MAXIMUM CAPACITY 200-

RENTER \_\_\_\_\_ DATE \_\_\_\_\_  
ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_  
PHONE: (daytime) \_\_\_\_\_ (evening) \_\_\_\_\_ (other) \_\_\_\_\_  
SPONSORING MEMBER \_\_\_\_\_ LOT(S)# \_\_\_\_\_ DATE \_\_\_\_\_

**(This form must be signed by a SPONSORING MEMBER if different from Renter)**

**Keys will be given to the SPONSORING MEMBER ONLY!! This Member is responsible for all keys, final lock up of building and returning keys to the LBPOA Office.**

DATE(S) REQUESTED \_\_\_\_\_ HOURS REQUESTED\* \_\_\_\_\_ to \_\_\_\_\_  
\*ALL FUNCTIONS MUST END BY MIDNIGHT AND THE BUILDING MUST BE CLEANED AND VACATED BY 1:00 A.M. OR AN ADDITIONAL DAY RENTAL WILL BE CHARGED.

NO. OF GUESTS\*\* \_\_\_\_\_ (MAXIMUM CAPACITY 200)

\*\*Renter agrees to provide a list of guest's names, plus any service provider for this occasion (i.e. caterer, decorator, band, etc.) for Office/Gate clearance at least seven (7) days before the reserved date

\*Basic Rental fee must be paid in full at the time of the reservation. BASIC RENTAL FEE\* \$ 150.00

REFUNDABLE DEPOSIT 150.00

DEPOSIT WILL BE REFUNDED UPON INSPECTION AND APPROVAL BY LBPOA REPRESENTATIVE. ANY OUTSTANDING FEES WILL BE DEDUCTED FROM DEPOSIT.

GATE ATTENDANT FEE \_\_\_\_\_

SPONSORING MEMBER MUST BE PRESENT AT EVENT.

MAIN GATE WILL NO LONGER BE LEFT OPEN FOR EVENTS AT LAKEVIEW HALL. IF AN ATTENDANT IS NECESSARY FOR YOUR EVENT, ARRANGEMENTS MUST BE MADE IN THE OFFICE NO LESS THAN 10 DAYS IN ADVANCE. THERE WILL BE A CHARGE OF \$15.00 PER HOUR FOR ANY HOURS NOT REGULARLY SCHEDULED. YOU ARE RESPONSIBLE FOR CHECKING WITH THE OFFICE TO FIND OUT IF THERE IS A SCHEDULED ATTENDANT THE DAY/NIGHT OF YOUR EVENT.

EXTRA DAY FOR SET UP, EXTRA DAY FOR CLEAN UP \$150.00 PER DAY \_\_\_\_\_

(THERE WILL BE AN ADDITIONAL CHARGE OF \$75.00 EACH IF FLOORS OR RESTROOMS HAVE TO BE CLEANED BY LAKE BUCKHORN STAFF).

DAY BEFORE FOR SET UP AND/OR DAY AFTER FOR CLEANUP MUST BE RESERVED

TOTAL FEE PAID \$ \_\_\_\_\_

**I have read and initialed the terms on the back of this agreement. By the payment of rental fee and signing of this form, I hereby agree to abide by all terms.**

RENTER'S SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_

**I have read and initialed the terms on the back of this agreement. By signing below, I agree to be responsible for any and all damage that may occur, and any additional amounts incurred and not paid by renter.**

SPONSORING MEMBER \_\_\_\_\_ LOT(S) \_\_\_\_\_ Date \_\_\_\_\_  
(If different than Renter)

LAKE BUCKHORN P.O.A., INC. \_\_\_\_\_ Date \_\_\_\_\_  
LBPOA Representative

(over)

# TERMS AND CONDITIONS FOR RENTAL

## PLEASE READ AND INITIAL EACH STATEMENT

**1. RENTAL AGREEMENT** - L.B.P.O.A. agrees to rent Lakeview Hall to the above named Renter during the hours of \_\_\_\_\_ to \_\_\_\_\_ on \_\_\_\_\_ (the Rental Date).

**2. SECURITY DEPOSIT/CANCELLATION/REFUND** - \$150.00 security deposit and guest list is required when key is picked up. Renter shall have the right to cancel this Agreement and receive a full refund of the deposit, advanced rental fee and attendant charge (if applicable) if the cancellation is (1) made in writing and (2) is made **at least thirty (30) days** in advance of the reserved date, otherwise the rental fee is non-refundable.  
\_\_\_\_\_

**3. USE AND CARE OF LAKEVIEW HALL** - Renter will; (1) Use Lakeview Hall in a careful, safe and proper manner, (2) Will not commit or permit any damage or waste; (3) Will comply with all Rules and Regulations established by L.B.P.O.A concerning the rental of the Hall; (4) will comply with all applicable laws; (5) Renter must not remove any pictures from wall; (6) **NO ROLLERBLADING, SKATING, SKATEBOARDING OR HORSEPLAY** (7) *Shall not exceed Lakeview Hall's maximum capacity of two hundred (200) persons and there will be NO SMOKING INSIDE OF THE BUILDING, NO LIGHTED CANDLES OR OPEN FLAMES ON PREMISES WITH THE EXCEPTION OF STERNO CHAFFING DISHES* \_\_\_\_\_

**4. FOOD AND BEVERAGES** - L.B.P.O.A. reserves the right to approve all food service arrangements in Lakeview Hall. The Renter may provide beverages, including alcoholic beverages. (1) Renter agrees to assume full responsibility for the compliance with Ohio State law concerning the use of alcoholic beverages. (2) Renter agrees to personally assume full liability. Renter agrees to hold L.B.P.O.A. harmless of any liability relating to the use of any alcoholic beverages by person or persons at Lakeview Hall on the date(s) rented. \_\_\_\_\_

**5. CLEAN-UP** - At the conclusion of the event, Renter will be responsible for any excessive clean up as determined by L.B.P.O.A. Manager. **Lakeview Hall should be left in the same condition as prior to the event.** \_\_\_\_\_

**6. HOLD HARMLESS** - Renter agrees to hold L.B.P.O.A. harmless against any damages, losses, costs, liabilities, or expenses suffered by Sponsoring Member or Renter, as a result of any personal injury or property damage arising from (1) the use of the premises by Renter or (2) the negligence or breach of this agreement by Renter or Renter's employees, contractors, agents, or guests. \_\_\_\_\_

**7. ENTIRE AGREEMENT** - This Agreement is the entire agreement between L.B.P.O.A. and Renter and supersedes any other representations or understandings. This Agreement may be amended only by a written agreement signed by both parties. \_\_\_\_\_

**8. SETTING UP AND/OR DECORATING PRIOR TO FUNCTION** - Extra days required for setup and/or cleanup will be charged at the **full price.** \_\_\_\_\_

**9. SECURITY WILL BE FORFEITED AND RENTAL CONTRACT VOIDED IF OFFICE PERSONNEL ARE DISRUPTED BY EXCESSIVE NOISE DURING BUSINESS HOURS.** \_\_\_\_\_

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### OUR FACILITY HAS:

**20 FOLDING TABLES (8 FOOT)  
92 PADDED FOLDING CHAIRS  
SEPARATE RESTROOM FACILITIES  
FULLY HEATED/AIR CONDITIONED  
HANDICAP ACCESSIBLE  
BACK UP GENERATOR**