

LAKE BUCKHORN P.O.A. INC. 1817 SR 83, Unit 332 Millersburg, Ohio 44654
Phone: 330-674-9961 Fax: 330-674-5612

RESERVATION FOR LAKEVIEW HALL

-MAXIMUM CAPACITY 200-

RENTER _____ DATE _____

ADDRESS _____ CITY _____ STATE _____

PHONE: (daytime) _____ (evening) _____ (other) _____

SPONSORING MEMBER _____ LOT# _____ 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 _____ NO. OF HANG TAGS** _____ (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. AN ATTENDANT IS NECESSARY FOR AN EVENT OF 50 PEOPLE OR MORE. 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 A MINIMUM OF 4 HOURS TO COVER YOUR EVENT.

PLEASE INITIAL THAT YOU HAVE READ THIS _____

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. _____
LBPOA Representative _____ DATE _____

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.** _____
NO TAPE OR NAILS ARE TO BE USED ON WALLS

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. _____

10. A MEMBER IN GOOD STANDING MAY NOT RENT OR GRANT ACCESS TO ANY LBPOA OWNED FACILITY OR RECREATIONAL AREA TO A MEMBER WHO IS *NOT* IN GOOD STANDING. VIOLATION WILL RESULT IN A FINE OF \$200.00 TO THE MEMBER IN GOOD STANDING. ALL DEPOSITS AND MONIES PAID WILL BE FORFEITED. _____

OUR FACILITY HAS:

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