

The Lakeside Recreational Hall is available for rent to the public for special occasion use from May 1st to October 31st
 Hours of operation are 9:00 am to 11pm. **(Building occupancy ends at midnight)***

Brief Description of Facilities:

The Lakeside Recreational Hall is a non-smoking facility located in a lakeside setting within the Sanlan RV Park, where ample parking is available.

NAME: _____

Maximum seating capacity:

Auditorium seating - Chairs only – 324 **Dining Room seating** with tables and chairs – 292,
Dance floor seating with tables and chairs – 184.

EVENT DATE: _____

Building includes a stage and has carpet and laminate wood floors throughout.
 Acoustics are very good. There are ladies restrooms, and men's restrooms
 Kitchenette includes a refrigerator and freezer - **no on-premise cooking permitted.**

GROUP SIZE: _____

GROUP TYPE: _____

STAFF INITIALS _____

RATES:

****Partial day rental Up Front Reservation/Damage Deposit –\$500.00. Cancellation refund: \$350.00** if two or more week’s notice of cancellation is received. **No refund** if less than two weeks notice of cancellation. **If any physical damage to the premises occurs, the LESSEE will be responsible for the repair cost which will be deducted from the deposit or charged in the event the cost exceeds the deposit. Payment in full due 2 weeks before event.** Payment: Cash or Credit Card (Discover, MasterCard or Visa) only.

****Full day rental Up Front Reservation/Damage Deposit –\$1000.00. Cancellation refund: \$750.00** if two or more week’s notice of cancellation is received. **No refund** if less than two weeks notice of cancellation. **If any physical damage to the premises occurs, the LESSEE will be responsible for the repair cost which will be deducted from the deposit or charged in the event the cost exceeds the deposit. Payment in full due 2 weeks before event.** Payment: Cash or Credit Card (Discover, MasterCard or Visa) only.

Weekdays: 3 hours or less <250p \$810.00, >250p \$1070 plus tax.

Full Day Rental 9a–11p <250p \$1530.00/day, >250p \$1810.00/day plus tax.

Fridays, Saturdays, Sundays, Holidays - Full Day Rental only 9a–11p <250 \$1730.00/day, >250 \$2010.00 plus tax.

ABOVE RATES INCLUDE SET-UP, CLEAN-UP, AND FACILITY ATTENDANT.

RENTAL COST \$ _____

SECURITY COSTS: <250 PERSONS--\$30/HOUR >250 PERSONS \$60/HOUR (7 HOUR MIN) \$ _____

COST/HOUR ADDITIONAL FOR AFTER 11PM BOOKING--\$100. # OF HOURS _____ \$ _____

TOTAL COST \$ _____

Building must be vacated by midnight or one hour after booking ends*. Payment in full and room layout are required at least **Fourteen (14) days** prior to scheduled event; any extra charges will be billed. ***One hour grace period, at no charge, is included for clean up. Clean up must be completed by midnight for events booked until 11 PM or one hour after booking ends.**

- **Prior evening set-up:** Prior evening set up can be secured as follows:
- Booking of prior evening set-up must be made not more than 21 days or less than 14 days. **(Subject to prior rental.)**
- LESSEE is responsible for any and all necessary clean up of facility due to prior evening's occupation.

LAKESIDE RECREATIONAL HALL INVENTORY:

Rectangular folding tables -30”x 72” (seating for 6)

30 tables x 6 = 180

Round folding tables – 48” (seating for 6)

28 tables x 4 =112

Folding chairs – 324

Sound System includes Microphone and stands.

Rates are subject to change without notice. All reservations with deposits will be honored at the quoted rate.

***Restrictions/Conditions apply:**

THE LESSEE shall wipe off the tables and kitchen counters, pick up food items from the floor, and pick up trash, bag and set trash outside service entrance. Vacuuming and mopping of the floor by LESSEE is not required. There will be a surcharge after ending time (plus 1 hour to clean) @ \$5.00 per minute that will be deducted from Lessee deposit.

No smoking, keg beer, clogging, adhering, pinning or nailing of decorations to walls, candle wax drippings or balloons. Violation of these restrictions will be cause for forfeiture of deposit. When alcoholic beverages are to be consumed, the Lessee agrees to be responsible for controlling the amount of beverages consumed and the behavior of their guests. The Lessee agrees to hold the Lessor harmless and free of liability with respect to the consumption of alcoholic beverages by the guests of the Lessee.