



Special Event
Letter of Agreement
In-Season April 1st to October 31st

_____ (herein named Renter) request to reserve the "Villa", "The Conference Center", "Pool", "Amphitheater", "Picnic Pavilion", "Classroom" (circle one) Facility at Lakeside Resort (herein named "L.S.R.") in conjunction with Upper Cumberland Human Resource Agency on the _____ day of _____, 2010/2011, for the sponsorship of _____ (event) with an estimated attendance of _____ persons.

Name: _____ Signature: _____ Date: _____

Address: _____ Phone: _____

City: _____ State: _____ Zip Code: _____

USE OF RENTAL FACILITY

Renter agrees to use said facility/property solely for the purpose described herein, and will not use the facility/property, or permit the use of the facility/property which is forbidden by law, ordinance, or government regulation, or which may be dangerous to life or property.

RELEASE OF LIABILITY

Any damage or liability incurred, either directly or indirectly, as a result of Renter's use of the facility/property, including but not limited to property damage, personal injury, etc. shall be the sole responsibility of the Renter, and Renter hereby releases UCHRA/"L.S.R." from any and all liability which may arise out of Renter's use of the facility/property.

Name: _____ Signature: _____

INDEMNIFICATION

Renter agrees to indemnify UCHRA/"L.S.R." harmless from and against, all fine, claims, demands, liabilities, and actions (including costs, court cost, expenses and attorney's fees in defending all such actions) suffered by, recovered from, or asserted against UCHRA/"L.S.R." as result of Renter's use of the facility/property or on account of any injury or damage to person or property when such injury or damage arises in any way out of the use of the facility/property by Renter, its agents, employees, contractors, or guest.

RENTAL INFORMATION

"Villa & Amphitheater": All room rentals subject to applicable taxes. All parties, caterers, and customers must exit the premises promptly at 9 PM Sunday - Friday and 11 PM on Saturday. Please allow an appropriate amount of time for cleanup. A non-refundable security deposit of \$250.00 must accompany this application and must be returned within 7 days or the room will automatically be released. **This deposit will guarantee the renting party availability at Lakeside Resort.** The balance of the rental is due 30 days prior to event date.

Saturday

<input type="checkbox"/> Villa, Amphitheater, & Lakeside Catering*	\$850.00	9AM to 11 PM
<input type="checkbox"/> Villa & Amphitheater	\$1000.00	9AM to 11 PM
<input type="checkbox"/> Villa, Amphitheater, Approved Carter	\$1500.00	9AM to 11 PM

Sunday - Friday (Amphitheater \$200.00 additional)

<input type="checkbox"/> Villa, Lakeside Catering*	\$399.00	9AM to 9 PM
<input type="checkbox"/> Villa	\$499.00	9 AM to 9 PM
<input type="checkbox"/> Villa & Approved Caterer	\$999.00	9 AM to 9 PM
<input type="checkbox"/> Amphitheater	\$200.00	9 Am to 9 PM
<input type="checkbox"/> Additional Cleanup Time	\$ 75.00	Per hour till Midnight
<input type="checkbox"/> **Rehearsal Dinner Friday (Villa & Amphitheater)	\$250.00	6 PM to 11 PM
<input type="checkbox"/> Table and Chair removal	\$ 50.00	Veranda

"Amphitheater, Picnic Pavilion, & Classroom": A non-refundable security deposit of \$50.00 must accompany this application and must be returned within 7 days or the room will automatically be released. **This deposit will guarantee the renting party availability at Lakeside Resort.** The balance of the rental is due 30 days prior to event date.

Picnic Pavilion & Classroom Rental Hours 9AM to 9 PM (Monday -Sunday)

<input type="checkbox"/> Picnic Pavilion	\$ 70.00	<input type="checkbox"/> Classroom	\$175.00
<input type="checkbox"/> Picnic Pavilion & Grill	\$110.00	<input type="checkbox"/> Classroom & Kitchen	\$200.00
<input type="checkbox"/> Picnic Pavilion & Kitchen	\$130.00		

Amphitheater (Sunday - Thursday) \$200.00

"Pool" Rental Rates: The pool rental is subject to applicable taxes. Rental will be \$75.00 per hour with a minimum of two (2) hours. All rules and regulations of the pool must be followed. (See Pool Addendum rules and regulations)

The Pool will be rented from _____ AM/PM till _____ AM/PM on _____ Date

Rental of the pool comes with the understanding that residents of the resort will have full access to the pool area unless rented from 8:00 PM to 10 PM.

"Conference Center": All room rentals subject to applicable taxes. The Conference Center closes promptly at 9 PM. Please allow appropriate amount of time for clean up. A non-refundable security deposit of \$150.00 must accompany this application and must be returned within 7 days or the room will automatically be released. **This deposit will guarantee the renting party availability at Lakeside Resort.** The balance of the rental is due 30 days prior to event date.

<input type="checkbox"/> Conference Room and Kitchen	\$325.00	9 AM to 9 PM
<input type="checkbox"/> Conference Room	\$275.00	9 AM to 9 PM

A \$250.00 refundable cleaning deposit needs to be held with the following credit card:

Card Number: _____ Exp. Date _____ Code _____

Cardholder Signature: _____ Date _____

REQUIRED

A \$250.00 refundable kitchen deposit needs to be held with the following credit card:

Card Number: _____ Exp. Date _____ Code _____

Cardholder Signature: _____ Date _____

REQUIRED

If the facility is in the same condition as when the Renter arrived, there will be no charge.

CANCELLATION POLICY

All weddings are to be paid in full 30 days prior to event.

ALL CANCELLATIONS MUST BE IN WRITING 30 DAYS PRIOR TO EVENT
ANY DEPOSITS WILL BE FORFIETED AND A 5 % PROCESSING FEE WILL BE APPLIED.

Groups Booking 5 or more rooms, Villa, Conference Room, or Amphitheater

A 5% processing fee is required upon cancellation of all reserved units. A 25% fee will occur if cancellation is not made prior to 30 days of event date. Cancelling on the date of event will result in 100% of all rental charges.

GENERAL RENTAL INFORMATION

1. **Food and Beverage:** Lakeside permits outside catering with contractually approved caterers. Individuals and unapproved caterers **MAY NOT** use the kitchen area. A list of approved caterers is available from the Lakeside staff.
2. A signed "Rental Agreement" with an approved caterer and bartender must be on file with Lakeside prior to the event or Lakeside reserves the right to cancel said event.
3. Should a caterer fail to abide by any aspects of the contact, the renting group will be responsible for any and all restitution.
4. The renting party must contact Lakeside 30 days prior to the event with table arrangements specifics, equipment needs, musical groups, and caterer.
5. The Renter must leave the facility in the same condition upon arriving.

6. Guest must have all three (3) Villa doors and all four (4) Conference Center door unlocked at all times to be in accordance with fire safety codes.
7. All garbage must be properly bagged and placed in locations designated. Bags should be tied and of proper weight as not to leak or tear.

Alcoholic Beverage Policy: "L.S.R." does not sell or provide alcoholic beverages at the facility or on the property. Renter may, in their discretion and risk, provide alcoholic beverages to be served without charge. Renter may not under any circumstances sell alcoholic beverages on the facility/property. If Renter serves alcohol on the facility/property, Renter agrees to comply with and follow all applicable local, state, and federal laws and regulations, including all applicable laws and regulations concerning serving of alcohol to minors and to persons clearly intoxicated. Renter is responsible for person's attending the event on property and off the property. Renters serving beer, wine or champagne must at a minimum pay to have a staff member present during the entire event. The cost will be \$30.00. If Renter is serving liquor or offering B.Y.O.B. even then a licensed bartender must be present to serve. In the event alcohol is served without prior notification to LSR all security deposits will be forfeited.

Initials _____

Will alcohol be served? YES _____ NO _____
 If yes what type? _____ BARTENDER _____
 ABC LICENSE _____

Decoration: Decorations are permitted, however, woodwork or drapes must not be marred or damaged in anyway. Thumbtacks, nails, scotch tape, pins, etc., are **NOT** to be used. Scheduling for decorations must be made at the Lakeside Office. Decorating is permitted no earlier than 9 AM on the day of the rental. Use of fog, smoke, or bubble machines is prohibited. Decorations owned by "L.S.R." may be rented. These decorations may not be moved or used unless rental is paid in advance. Decorations include: floral arrangements, live plants, candles, centerpieces, and plant stands. Please ask Lakeside staff if you are unsure as to what you may use.

Event Parking: Guest attending events at Lakeside Resort will have a designated parking area. The contracting person for a special event at Lakeside should assign a parking attendant to be on site. All special event parking will need to park in the event parking lot located on the site map above the pool. Please notify Lakeside of any physically disable persons in need of assistance.
 Name _____ Cell Phone number _____

The renter must provide Lakeside with a contact person. This person will communicate with the Lakeside Staff during your event.
 Contacts Name: _____ Cell Phone Number: _____

*** Requirement of 50 meals.**
****Rehearsal dinner is only available if Villa and Amphitheater are rental the following Saturday.**

I agree that I have fully read on understand Rental Agreement and all attachments.

Signature _____ **Date** _____

See Attachments for linen, plate ware, silverware, decoration rentals, equipment rentals, and facility diagrams.