

For Office Use Only (revision 12/16/19)

Deposit Date _____ Check No. _____ Amount _____ Deposit Refund Approval _____
Fee Date _____ Check No. _____ Amount _____
Key # _____ Key Out Date: _____ Key In Date: _____

LAKE FOREST COMMUNITY CENTER HALL RENTAL AGREEMENT

Rate Information (minimum is 3 hours)

3 hours - \$100 rental fee and \$75 security deposit

6 hours - \$250 rental fee and \$125 security deposit

Additional time beyond the standard options listed is \$50 for any hour or fraction of an hour thereof.

The security deposit is required to hold your date. The rental fee is due 30 days prior to your event. Checks can be made out to Lake Forest Estates. One check is acceptable for both the security deposit and rental fee if being made at the same time.

Renter Information (Resident/Owner in Lake Forest)

Renter(s) Name _____ Lot No. _____

Address _____

Mailing Address (if different) _____

Phone No. _____ Alternate Phone No. _____

Event Information

Date Reserved _____ Time of Event _____ No. of Attendees _____ (220 max)

Type of Event _____

Decorating Day/Time _____

Additional Information Regarding Deposit, Cancellation, Keys, and Hall Size

1. Please contact the office via email or phone to arrange pickup time for the key. Remember that the office is open limited hours, so it is your responsibility to work out key pickup when the office is open. After your event, keys may be returned to the Lake Forest Association office or dropped in the Lake Forest Association box in the post office.
2. The deposit will be refunded after inspection and the key is returned. If any damage is found to the hall after the event, we reserve the right to recover damages through negotiation with you or Civil Court action with those named as

renters. Renter will also be responsible for Lake Forest Estates Community Association's attorney fees in the event the agreement is turned over to the Association's attorney for collections arising out of the Hall Rental Agreement, including, but not limited to, suits involving damages, collection of rent, and any other matters pertaining to the Hall Rental Agreement.

3. Cancellation less than 7 days prior to your event will result in the forfeiture of your deposit.
4. No event shall last beyond 1:00am.
5. There is a **limit of 220 people** at one time in the hall.
6. **The pool is NOT included in this rental. You can rent the pool separately for an additional charge.**

Decorations, Cleanup, and Trash

1. Decorations may be used; however, there is absolutely no use of nails or any other materials that could damage the ceilings or walls,
2. **NO confetti** may be used.
3. You are responsible for removing all decorations and trash and taking the trash to the dumpster.

Alcoholic Beverages

The renter assumes complete responsibility and legal liability for any alcoholic beverages served to their guest. Lake Forest Estates Community Association requires that renters strictly comply with Federal, State and Local laws and regulations pertaining to rental of the hall by renter(s) and the use of same by guests of renter(s), but not limited to, all laws pertaining to alcoholic beverages.

Air Conditioner/Furnace

All doors, windows and passages must be closed while the air condition is in operation. The air conditioners will be turned off if the renters are not in compliance with this stipulation. The same applies while the furnace is in operation.

Any group, organization or individual using our facilities must assume full responsibility for the behavior and unwarranted damage to the properties. Renter(s) agree in indemnify and hold harmless Lake Forest Estates Community Association, its Board of Directors, Officers, all its employees, agents, assigns, and all others action for or on behalf of Lake Forest Estates Community Association, from any and all liability, suits and causes of action arising out of or in any related to my/our use and rental of hall any and all accidents or occurrences relating to the rental or use of the hall by renter(s) and the guests of renter(s) and others on the premises at the time renter(s) utilize the hall, This indemnification and hold harmless agreement shall also extend to and inure to the benefit of all members of Lake Forest Estates Community Association an residents and owners off property located in Lake Forest Estates subdivision in Ste Genevieve County, Missouri.

I, (we) the undersigned, understand fully and agree to this rental agreement.

Renter _____ Date _____

Renter _____ Date _____