



**Special Event**  
**Letter of Agreement**  
In-Season April 1<sup>st</sup> to October 31<sup>st</sup>

\_\_\_\_\_ (herein named Renter) request to reserve the "The Villa",  
"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 \_\_\_\_\_, 2011/2012, 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 fines, 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 \$500.00 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. Amphitheater Rentals must have Guidelines attached.

**Saturday**

			<b>Date</b>
<input type="checkbox"/> Villa, Amphitheater, & Lakeside Catering*	\$ 999.00	9 AM to 11 PM	_____
<input type="checkbox"/> Villa, Amphitheater & Kitchen (Prep Only 4 hrs)**	\$1300.00	9 AM to 11 PM	_____
<input type="checkbox"/> Villa, Amphitheater, Approved Caterer	\$1500.00	9 AM to 11 PM	_____

**Sunday - Friday (\$250 deposit for rentals under \$500.00)**

<input type="checkbox"/> Villa, Lakeside Catering*	\$399.00	9 AM 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	\$250.00	9 AM to 9 PM	_____
<input type="checkbox"/> Villa Kitchen (Prep Only 4 Hours)**	\$300.00	_____ to _____	_____
<input type="checkbox"/> Additional Cleanup Time	\$ 75.00	Per hour till Midnight	
<input type="checkbox"/> ***Rehearsal Dinner Friday (Villa & Amp.)	\$250.00	5 PM to 10 PM	_____
<input type="checkbox"/> Table and Chair removal	\$ 50.00	Veranda	

Caterer's Name \_\_\_\_\_ Number \_\_\_\_\_  
 Business License \_\_\_\_\_

**"Picnic Pavilion, Classroom & Pool"**: 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"/> Grill	\$ 20.00	_____	<input type="checkbox"/> Kitchen (Class.)	\$ 25.00	_____
<input type="checkbox"/> Table and Chair Removal	\$ 50.00				

**Pool Rental Hours 8 AM to 10 PM (Monday -Sunday)**

Pool (min. 2 hours) \$ 75.00 per Hour \_\_\_\_\_ to \_\_\_\_\_

All rules and regulations of the pool must be followed. (See Pool Addendum rules and regulations)  
*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.

			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 to be held with the following credit card:

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ Code \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*REQUIRED\*\*\* (not rental deposit)**

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

Card Number: \_\_\_\_\_ Exp. Date \_\_\_\_\_ Code \_\_\_\_\_

Cardholder Signature: \_\_\_\_\_ Date \_\_\_\_\_

**\*\*\*REQUIRED\*\*\* (not rental deposit)**

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

### **CANCELLATION POLICY**

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

ALL CANCELLATIONS MUST BE IN WRITING \*\*\*Security Deposits are Non-Refundable.\*\*\*  
 There is a 5% processing fee for all cancellations. A 25% processing fee is applied to cancellations made less than 30 days prior to rental date. Cancellations made less than 7 days prior to rental date result in total rental charges.

#### **Groups Booking 5 or more rooms, Villa, Conference Room, and/or Amphitheater**

ALL CANCELLATIONS MUST BE IN WRITING \*\*\*Security Deposits are Non-Refundable.\*\*\*  
 There is a 25% processing fee for all cancellations. Total rental charges are applied to cancellations made less than 30 days prior to rental date.

### **GENERAL RENTAL INFORMATION**

1. 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. Kitchen Rentals will be supervised by LSR 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 contract, 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 or forfeit deposit.
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 persons attending the event on 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:** Guests 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.  
Contact's Name: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

- \* **Requirement of 50 meals.**
- \*\* **Rehearsal dinner is only available if Villa and Amphitheater are rented the following Saturday. Renter is responsible for cleanup.**
- \*\*\* **4 Hour Kitchen Rental-for use of preparing food, and serving ONLY. Cooking for event is not allowed. Items that may be used are prep table, ice machine, cooler, warmer, microwave, & sink.**  
See Attachments for linen, plate ware, silverware, decoration rentals, equipment rentals, and facility diagrams.

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Lakeside Staff \_\_\_\_\_ Date \_\_\_\_\_

Rental Agreement is **NOT** valid without Lakeside Staff's Approval.

Authorization \_\_\_\_\_ Date \_\_\_\_\_

Changes to Rental Agreement are not valid without Managers or Supervisors Approval