



## **LSPOA LODGE HALL AND GROUNDS MEMBER RESERVATION CONTRACT**

### **CONTRACT TERMS AND RESERVATION RULES**

All activities associated with this contract are restricted to the Lodge Hall and/or Lodge grounds. The Lodge Hall is the lower level of the Sherwood Lodge. The Lodge grounds are the shelter house and its associated land. No activity, food, music, etc., associated with this contract, may be located in the upper level of the Sherwood Lodge building or infringe upon business operations of the Sherwood Lodge without permission of the LSPOA Business Committee.

The following regulations apply:

- The facility is available for rental under this contract only to LSPOA Members who are current in their dues and only for events hosted by the LSPOA Member.
- Lodge Hall and Lodge Grounds
  - A \$200 rental payment must be paid on the day the contract is signed, composed of a \$150.00 refundable security deposit and a \$50.00 rental fee. A date is considered reserved only when the contract is signed and the rental payment is paid.
- Cancellations
  - Cancellations of any reservations must be made to LSPOA thirty (30) days prior to the reserved date. Failure to do so will cause forfeiture of the rental payment composed of the security deposit and rental fee.
- Security Deposit Return
  - An inspection of the property will be made by an LSPOA designee before and after the event. The renter will be responsible for all damages in the Lodge Hall and to the Lodge grounds incurred during the activity. This includes, but is not limited to, kitchen content, windows, screens, doors, tables, chairs, walls and ceiling tiles. If the renter complies with the contract terms and reservation rules, the \$200.00 security deposit may be refunded. If the inspection proves the terms and rules were not met, LSPOA reserves the right to retain the \$200.00 deposit. If damages and or cleanup exceed \$200.00, the renter will be responsible for payment of additional costs. Security Deposit Returns will be mailed, within thirty (30) days to the renter.
- Beer, Alcohol, Soft Drinks, and Bottled Water
  - Wisconsin State Statute 1.6.1 requires that beer, alcohol, soft drinks and bottled water be purchased from the Sherwood Lodge. Therefore, absolutely no carry-ins, except food, are allowed at any event.
  - Beer, alcohol, soft drinks and bottled water may be ordered from the Sherwood Lodge prior to the event by contacting the Sherwood Lodge Manager. Payment for purchases must be made to the Sherwood Lodge at least fourteen (14) days prior to the event. Purchases are nonrefundable.
- Food
  - Food may be catered, supplied by the renter, or possibly purchased from the Sherwood Lodge. Food may be ordered from the Sherwood Lodge prior to the event by contacting the Sherwood Lodge Manager. Payment for purchases must be made to the Sherwood Lodge at least fourteen (14) days prior to the event. Purchases are non refundable.
- Hours of Lodge Hall and Lodge Grounds Rental
  - Rental times must coincide with Sherwood Lodge hours of operation. The Lodge Hall and Lodge Grounds must be vacated by 1:00AM. This includes the cleaning time. No outside music past 10:00 p.m. will be permitted without a Town of Rome permit.
- The Lodge Hall kitchen counter space, hot/cold serving unit and the sink are available for use. No additional kitchen content may be used by renters.
- Decorations may not be attached to the walls with thumbtacks or staples. No decorations will be attached to the ceiling tiles. All decorations are to be removed immediately following the event.
- All tables are to be washed and dried and returned to their original arrangement. There will be no standing or sitting on the tables.
- The kitchen counters, hot/cold serving unit, and sink must be thoroughly cleaned.
- All litter on the grounds and in the hall, must be picked up and put into trash bags.
- All trash receptacles are to be emptied and receptacle content is to be deposited in the dumpster outside the Sherwood Lodge.

- Recyclables must be placed in proper receptacles.
- The Lodge will supply pails, mops, and soap for cleaning the hall and its contents. Dish cloths, dish towels, and cleaning towels must be provided by the renter.
- Food items can never be sold nor admission charged to any event.
- No minors will be served alcoholic beverages.
- LSPOA is not responsible for any lost or stolen property.
- The renter is responsible for the conduct of all their guests.

**Notes:**

**Payment Record: Rental Payment Check #** \_\_\_\_\_

**Date Received:** \_\_\_\_\_



# SHERWOOD LODGE HALL AND GROUNDS MEMBER RESERVATION CONTRACT

Hall Reservation Day & Date \_\_\_\_\_

LSPOA Member Name \_\_\_\_\_

LSPOA Member Address \_\_\_\_\_

LSPOA Member Phone \_\_\_\_\_

Subdivision & Lot # \_\_\_\_\_

Type of Event \_\_\_\_\_

Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Approximate Number of People \_\_\_\_\_

Beverages 1 / 4 Barrels # \_\_\_\_\_ Brand \_\_\_\_\_

1 / 2 Barrels # \_\_\_\_\_ Brand \_\_\_\_\_

Soda # \_\_\_\_\_ Brand \_\_\_\_\_

# \_\_\_\_\_ Brand \_\_\_\_\_

# \_\_\_\_\_ Brand \_\_\_\_\_

Liquor # \_\_\_\_\_ Brand \_\_\_\_\_

# \_\_\_\_\_ Brand \_\_\_\_\_

# \_\_\_\_\_ Brand \_\_\_\_\_

Water \_\_\_\_\_

Other \_\_\_\_\_

Sherwood Lodge Contact Person: \_\_\_\_\_

Inspection Prior to the Event - Date \_\_\_\_\_

LSPOA Designee signature \_\_\_\_\_

Damages \_\_\_\_\_

\_\_\_\_\_

Inspection After the Event - Date \_\_\_\_\_

LSPOA Designee signature \_\_\_\_\_

Damages \_\_\_\_\_

\_\_\_\_\_

I have read and received a copy of the **LSPOA LODGE HALL AND GROUNDS RESERVATION CONTRACT - CONTRACT TERMS AND RESERVATION RULES**. I agree to abide by all of its terms.

LSPOA Member signature \_\_\_\_\_ Date \_\_\_\_\_

LSPOA Designee signature \_\_\_\_\_ Date \_\_\_\_\_