



Lakota Canyon Ranch

Rec Center Reservation

Today's Date _____

Resident/Contact Name: _____

Phone: _____ Email: _____

Resident Address: _____

Event Theme/Organization: _____

Date of Event: _____ Expected Attendance: _____

Event Theme/Organization: _____

Start Time: _____ End Time: _____ (Include time for set-up and clean-up)

Space Requested*:

Capacity:

- | | |
|--|----|
| <input type="checkbox"/> Dining Area | 50 |
| <input type="checkbox"/> Upstairs Balcony | 48 |
| <input type="checkbox"/> Dining Area & Balcony | 98 |
| <input type="checkbox"/> Board Room | 23 |
| <input type="checkbox"/> Lower Exercise room | 11 |
| <input type="checkbox"/> Lower Banquet Room | 40 |

* Each event may only use the specific area of the Rec Center as reserved. The pool may not be reserved for events or used by event guests.

Food and Beverage provided by:

- Resident Rolling Fork Food Truck Outside Caterer N/A

Member Venue Fee: (for residents and their guests)

- \$0 for under 50 people
- \$100 for 51+ people (not to exceed room capacity)

Member Commercial Services Fee (i.e. when fees are charged for admission, classes, games, shows, vendors, etc.).

- \$25 for 1-10 people
- \$50 for 11-25
- \$100 for 26+ people (not to exceed room capacity)

Refundable Deposit of \$200: cleaning/damage/compliance

Additional Charges: Above rates are for **up to 3 hours** of space usage. If you require more time please speak with the manager.

Please initial acknowledging that you have reviewed and received the following information:

_____ I acknowledge that **I take full responsibility** for my guests and release the Lakota Canyon Rec Center and Homeowners Association for any and all liability during my event.

_____ I acknowledge space is reserved and on the event calendar after the refundable **deposit has been received.**

_____ I acknowledge that reserving space at the Lakota Canyon Rec Center **DOES NOT include the use of the fitness room, pool or lower patio space** for my guests.

_____ I acknowledge that **adult supervision is REQUIRED** for all attendees under the age of 16.

_____ I acknowledge that my space **DOES NOT include access to the kitchen area** or use of any appliances, equipment or supplies.

_____ I acknowledge that any **alcohol sales** require a special license issued by the City of New Castle.

_____ I acknowledge that I am responsible for **cleaning up** the event area per the attached **Event Cleaning Checklist**, and if not completed, my deposit **will not be refunded.**

I have read and agree to comply with above terms: _____

(sign & date)

Lakota Canyon Rec Center

Event Checklist

Reservation Name: _____

Reservation Date/Event: _____

Staff Checklist:

- Check Calendar and email Social Committee & The Rolling Fork Truck.
- Confirm resident has completed Annual Club Membership Agreement and the Lakota Canyon Ranch Rec Center Use Waiver & Release forms.
- Add to calendar upon receipt of all required forms and deposit.

Event Cleaning Checklist:

- Return all furniture used to its original placement.
- Wipe down all tables, chairs, and surfaces used.
- Sweep floors and vacuum rugs utilized for event (including under tables & chairs)
- Take all trash out that contains food and drink.
- Please leave Lakota Rec Center looking as nice as you found it.

This checklist and cleaning supplies will be left at the front desk.

Signature of event organizer: _____