



# 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) **Member must be present at all times.**

- \$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.) **Member must be present at all times.**

- \$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) We only accept checks at this time. **Please provide a separate check for the refundable deposit.**

**Additional Charges:** Above rates are for **up to 3 hours** of space usage (which includes set-up and clean up). If additional time is needed, a fee of **\$100/hour** would further apply for a **maximum of 6 hours** in total (including set-up and clean up).

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**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 and carpet 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: \_\_\_\_\_