



Lakota Canyon Ranch

Rec Center Reservation

Today's Date _____

Resident/Contact Name: _____

Phone: _____ Email: _____

Resident Address: _____

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	48
<input type="checkbox"/> Upstairs Balcony	36
<input type="checkbox"/> Board Room	18
<input type="checkbox"/> Lower Exercise room	12
<input type="checkbox"/> Lower Banquet Room	36

* 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

If you wish to have music at your event, the sound system can be made available to you during staffed business hours. You will need to provide your own music after hours.

Member Usage Fee: (for residents and their guests) **The resident must be present at all times.**

- \$0 for up to 29 people
- \$250 for 30+ people

Member Commercial Services Fee (i.e. when fees are charged for admission, classes, games, shows, vendors, etc.). **The resident must be present at all times.**

- \$25 for 1-10 people
- \$50 for 11-20 people
- \$100 for 26-50 people (not to exceed room capacity).

A member usage fee of \$250 will also apply to 30+ people.

Refundable Deposit of \$200 (cleaning/compliance): We only accept checks at this time.

Absolutely **NO glitter or confetti** to be used inside or outside the Rec Center.

Additional Charges: The above rates are for **up to 3 hours** of space usage. Additional time needed is **\$100/hour** with a **maximum of 4 hours** in total. One hour of set-up and clean-up is allowable before and after your event with **the resident present.**

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 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 minor attendees.

_____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 returned.**

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

(sign & date)

Lakota Canyon Rec Center

Event Checklist

Reservation Name: _____

Reservation Date/Event: _____

Staff Checklist:

- Make sure the resident has completed the Annual Club Membership Agreement and the Lakota Canyon Ranch Rec Center Use Waiver & Release forms.
- Add to the calendar online and in the binder upon receipt of all required forms and deposit.

Event Cleaning Checklist:

- Return all furniture used to its original placement (taking a photo prior to your event may be helpful).
- Wipe down all tables, chairs, and surfaces used.
- Sweep & mop floors and vacuum rugs & carpet utilized for event (including under tables & chairs).
- Take all trash and recycle out (dumpsters are located on the side of the building).
- Please leave Lakota Rec Center looking as nice as you found it.

Your deposit will be kept if you do not comply with the rules, cause any damage, or do not clean all areas and furniture used.

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

Signature of event organizer: _____