

Date Received: _____

Lake Wynonah POA Event Form

This form is used to communicate and coordinate proposed Community events to insure timely scheduling, to prevent conflicts, and to provide requested support for the planned event. This Community Event Form must be **submitted four weeks prior to the scheduled date.**

Member or Group INFORMATION

Member or Group Name: _____

Email Address: _____

LW Address: _____

Home Phone Number: _____ Cell Phone Number: _____

RENTAL INFORMATION

Event Title: _____

Event Location: _____

Date of Event: _____ Rain Date of Event: _____

If no rain date is listed and the event needs to be cancelled or rescheduled for any reason, you will need to submit a NEW Lake Wynonah POA Event Form

Times:

Set Up: _____ Start Time: _____ Stop Time: _____ Clean Up: _____

Number of Guests (party list need to be completed and attached-page 9 & 10): _____

- LODGE
- GROVE PAVILION (*Does not include the basketball court, horseshoes pits, etc.*)
- A DOCK PAVILION

All rentals are subject to relocation by LWPOA Management

A Dock bathrooms and portable toilets at the Grove will be open May 1st through October 28th.

Event Description: (include food/food truck/food vendors/alcohol vendors/identify entertainment, etc.)

Continue on additional paper if needed.

Date Received: _____

You are required to and responsible for:

- _____ Completing all Event details.
- _____ Obtaining the required approval signatures below. (Phone conversation or text will not be accepted)
- _____ Submitting all insurances with correct information.
- _____ Submitting this completed Event Form to the Business Office four (4) weeks prior to Event.
- _____ Assuring appropriate clean-up (i.e. floors/tables/counters cleaned, return furniture as found, placement of trash in dumpster if possible. Map is included).

Request Support from the Lodge (i.e. Dishwasher, Wait Staff, Bar/Bartender, And Cook):

Business Office:

- _____ Check for scheduling conflicts.
- _____ Check availability of LWPOA support requested on this Event Form.
- _____ Check issues regarding safety, liability, or excessive cost to the community.
- _____ Send copies to all Parties.

*If there is an issue(s) that is unresolved, the Event Form should be returned to the Community Manager who may bring to the Board of Directors for a decision, or cancel the event and inform the individual or group requesting rental.

Community Manager: _____ **Date:** _____
Return a copy of *approved* Event Form to individual or group requesting rental.

Requests for support will be reviewed and are contingent on availability of materials, staff hours, and the reasonability of the request. The Lodge or Business Office may call for more specifics or to let the individual or group know what can and cannot be done. Requests after approval of the Event Form may not be able to be fulfilled.

Approvals: **All signatures must be completed or event will be not be approved. Verbal, Text Messages, or Phone calls will NOT be acceptable.**

Lodge Manager: _____ **Date:** _____

Lodge Liaison: _____ **Date:** _____

Security Representative: _____ **Date:** _____

LWPOA OFFICE INFORMATION (to be completed by office)

Deposit(s) Returned: _____

Total to be Returned	Amount Paid	Date Paid	Check No.	Initials
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Date Received: _____

1. LWPOA will require that if event holder uses Lake Wynonah's name, which has been trademarked by LWPOA, it provides a disclaimer that they are not affiliated with LWPOA. **(Initial Here)** _____
2. For those events that Members and Guests will have access to the Lodge and there are outside Alcohol Vendors/BYOB, a security guard from KRE must man the front door of the Lodge. You will be responsible for the cost of that service. Please talk with the office staff for the cost and charges. You will be billed after your event and payment must be made within 14 days. **(Sign Here)** _____
3. FOR A GROVE RENTAL ONLY-Food Trucks, Food Vendors, and Alcohol Vendors are NOT allowed during regular Lodge business hours AND Lodge special events. **(Initial Here)** _____
The LWPOA requires a copy of the certificate of insurance from all outside vendors. General Liability coverage of \$1,000,000 per occurrence and Auto coverage of \$500,000 showing the following endorsement as "Additional Insured". **(Initial Here)** _____

**FirstService Residential & Lake Wynonah Property Association
406 Navajo Drive
Auburn, PA 17922**

4. If you are having a Marine Event, and that Marine Event is any unusual congregation of boats for a specific purpose, including events such as races, rodeos, demonstrations, exhibitions, boat parades, boat-fishing tournament, etc., **The Pennsylvania Fish and Boat Commission requires and Application for Permit Special Activities be filed. Please provide that approved permit to the office. (Initial Here)** _____
5. ***All rentals are subject to relocation by LWPOA Management* *A Dock bathrooms and portable toilets at the Grove will be open May 1st through October 28th.* (Initial Here)** _____

I have read, understood, and will adhere to the above mentioned rules (Sign Here)

Additional Comments:

LODGE RENTAL:

Date Received: _____

When renting the Lodge, the following must be adhered to:

- a. On a Friday or Saturday when the Lodge is open, you must be out by 3 PM. This is a request of the Lodge.
- b. I understand that I have an 8 hour rental window that cannot exceed 11:00 PM
- c. No scotch tape, thumb tacks, or staples can be used if hanging anything. Painter’s tape only!
- d. Please use labeled outlets only.
- e. No power strips or extension cords may be used. Only one plug per outlet.
- f. Crock Pots Only. No Roasters!
- g. No use of the kitchen.
- h. Bounce Houses are not allowed.
- i. The tables must be placed back to the original setup. (Map included)
- j. Tables must also be wiped clean and the floors must be vacuumed.
- k. Trash must be taken out. Security will unlock dumpster at your request. **(Initial Here)**_____

Security Deposit(s) of \$100.00 (1st check) and the Rental Fee of \$100.00 (2nd check) must be paid before you are guaranteed your rental. Checks are made out to LWPOA.

_____	+	_____	=	_____	_____	_____	_____	_____
				Total Amount Paid	Date Paid	(1 st) Ck #	(2 nd) Ck #	Initials

Bartender:

Number of Bartenders needed (1 min. per 30 guests): _____

Bartender Fees: _____ bartenders X _____ hours X \$ 15 per hour = Total _____

- *Check or cash need to be paid to each bartender at the end of the party.
- *Two week notice is needed if you request alcohol and bartender services.
- *Minimum of four hours is required per bartender.

Pre-Inspection Performed: Date _____ Time _____ Initials _____
*****Please list any discrepancies on back of this sheet.*****

Post-Inspection Performed: Date _____ Time _____ Initials _____
*****Please note any discrepancies on the back of this sheet.*****

I understand that I, my guests and contractors are obligated to abide by the “Rules and Regulations for the Rental and Use of the Lodge” and the “LWPOA By-Laws.” I also understand and agree that I will pay all costs resulting from damages incurred by myself, my guests and contractors to the Lodge’s interior, exterior and its contents during the specified rental period. I further understand that I am solely responsible for the conduct of all guests invited upon the Lodge premises during the rental period.

I understand that I am responsible for cleaning up after the social event. If it is not cleaned to the satisfaction of LWPOA, your deposit will not be returned. **All garbage must be deposited in the dumpster at the side of the Lodge.** Trash bags can be found at the “Waitress Station” in the cabinet labeled **Cleaning Supplies** which also includes Paper Towels and Toilet Paper. The waitress station is located past the bathrooms on the right. The vacuum can be found out in the vestibule under the stairs. Please direct any questions pertaining to finding items to clean up the Lodge at the end of your event to Security.

Lake Wynonah Member Signature

(Lake Wynonah Staff’s signature and date)



Date Received: _____

GROVE RENTAL OR A DOCK RENTAL(Please Circle One)

Security Deposit(s) of \$100.00 (1st check) and the Rental Fee of \$100.00 (2nd check) must be paid before you are guaranteed your rental. Checks are made out to LWPOA.

_____ + _____ = _____
Total Amount Paid Date Paid (1st) Ck # (2nd) Ck # Initials

Pre-Inspection Performed: Date _____ Time _____ Initials _____
*****Please list any discrepancies on back of this sheet.*****

Post-Inspection Performed: Date _____ Time _____ Initials _____
*****Please note any discrepancies on the back of this sheet.*****

- 1.) No underage drinking will be permitted or tolerated. At no time may alcohol be brought into the Lodge.
_____ Property owner must initial here with regards to no alcohol in the Lodge.
- 2.) LW Member is responsible for any damage done to the Pavilion, including any violations and actions created by guests while on Lake Wynonah property.
- 3.) LW Member is responsible for cleaning up after the social event, in order to keep it in neat and orderly manner for all LW Members. If it is not cleaned to the satisfaction of LWPOA, your deposit will not be returned. ***All garbage must be deposited in the dumpster at the side of the Lodge. You need to provide your own garbage bags.***
- 4.) LW Member has an 8 hour rental window that will not exceed 11:00 pm.

Facility information:

Do not overload circuits (2 per circuit only). The circuit breakers for the pavilion outlets and lights are located on the front center pole of the pavilion. If you have a problem and the circuits can't be reset, please call Security at (570) 739-4158 to have them reset the main panel. (Receptacles have ground fault receptacles on them and can be reset at the outlets.)*****No power strips.*****

Lake Wynonah Member Signature

(Lake Wynonah Staff's signature and date)

1.0 General

1.1 The lodge is available to rent by any LW Member in good standing.

1.1.1 A LW Member in good standing is defined as a member who is not in arrears on any financial obligations to the association.

1.2 A Lodge rental application must be filled out by the LW Member and submitted to the LWPOA office for approval and scheduling via the Community Manager.

1.2.1 The lodge rental time period is for eight (8) hours, but not to exceed 11:00 pm.

1.2.2 Lodge rental requests will be scheduled on a first come, first serve basis.

1.2.3 LW Member must be in attendance during the time of the rental.

1.3. The LW Member is financially responsible for any damage or loss to any LWPOA property (the building, furniture, equipment, etc.) which occurs while using the building.

1.3.1 The security deposit is payable upon application.

1.3.2 The security deposit will be returned if the rental is canceled at least (14) fourteen days prior to the rental date. The deposit is forfeited for cancellations made after that date.

1.3.3 The deposit will be returned within fourteen (14) days after the rental date if the facilities rented are found to be in satisfactory condition at the end of the rental period.

1.3.4 The security deposit is waived for LWPOA endorsed committees or organizations.

1.4 Rental Fee

1.4.1 The rental fee is payable at the time you submit your request to guarantee the date of your function.

1.4.2 The rental fee is waived for LWPOA endorsed committees or organizations.

1.5 Smoke machines, fog machines, and lights which produce high heat levels are not permitted.

1.6 The LW Member **MUST** place all furniture (tables, chairs, etc.) back in their original locations. If in doubt of a location, please see the chart posted on the wall in the lodge. No furniture or any other items are to be removed from the Lodge without prior written permission.

1.7 The renter **MUST** leave all areas of the Lodge in a clean and tidy condition. If needed, the carpet must be swept and the floors, tables, and counter areas washed. All used trash containers must be emptied, new trash bags inserted, and the full/removed trash bags placed in the dumpsters, get the key from Security.

1.8 If decorations are used in the Lodge, they must be attached in such a way so as not to damage or destroy any elements of the building. They cannot be attached to any fans. The LW Member is responsible for removing all decorations and personal items.

1.9 The LWPOA will unlock/lock the building according to the arrangements made at the time of the rental. It is the responsibility of the renter to have the function completed and the lodge cleaned, reorganized, and vacated by the prearranged end time.

2.0 Liquor Use and Pennsylvania Liquor Law Regulations

Date Received: _____

2.1 LW Member agrees to abide by all applicable Rules and Regulations of the Pennsylvania Liquor Control Board as pertain to a private club.

2.2 If liquor of any kind are to be served, they must be purchased from and served by LWPOA. No "outside" alcoholic beverages may be brought into the lodge at any time. (LWPOA can also provide non-alcohol beverages if desired.)

2.2.1 No one other than LWPOA bartenders may serve alcoholic beverages.

2.2.2 If more than thirty (30) people will be in attendance, an additional bartender is required.

2.2.3 There is a fee for the use of the LWPOA bartender(s) and the bartender fee is payable night of the rental.

2.2.4 Bartender fees are NOT waived for LWPOA endorsed committees or organizations.

2.2.5 The alcoholic beverages (or other drinks) purchased from LWPOA must be ordered and paid fourteen (14) days prior to the rental date unless a cash bar or other prior arrangements have been made.

2.3 Serving of ANY alcoholic beverages to minors or visually intoxicated persons by anyone (employee, patron, guest, etc.) is STRICTLY PROHIBITED! Note: the bartender has ultimate authority in regards to all bar operations.

3.0 Fees

3.1 Security Deposit Fee: \$100.00

3.2 Rental Fees: \$100.00

3.3 Bartender Fee: \$15.00 per hour per bartender (minimum of 4 hours).

5.0 Liability

5.1 The LW Member covenants and warrants to the LWPOA that the LW Member shall be responsible for all persons whom the LW Member invites upon the Lodge premises and that all such persons act in an orderly, responsible and safe manner. The LW Member will be responsible for any damages incurred by the LW Member or invited guests. The LW Member also agrees to hold harmless the LWPOA, its officers and other LW Members in the event of mishaps, accidents or injuries occurring to any invited guests.

5.2 There will be an inspection of the lodge and premises before and after the rental date. The deposit will not be refunded if inspections are found to be unsatisfactory and/or damage is done to the premises, building or its contents. If damage is in excess of deposit fee, the LW Member will be liable for same.

5.3 Any infractions of these rules and regulations may result in losing all or part of the security deposit and possibly future rental privileges.

5.4 All variances from the requirements of these rules and regulations require prior written approval from the Community Manager.

By signing this document I am acknowledging that I have read, understand, and agree to all details of these rules and regulations.

LW Member's Name, Printed

LW Member's Signature

Date

Note: The LW Member must also initial and date each page of this agreement.

Date Received: _____

Lake Wynonah Party List

Lake Wynonah Member: _____ Lot number: _____

LW Member home # _____ LW cell # _____

Date of party: _____

GUEST LIST	TIME IN (TO BE COMPLETED BY SECURITY)

Date Received: _____

Lake Wynonah Party List

Lake Wynonah Member: _____ Lot number: _____

LW Member home # _____ LW cell # _____

Date of party: _____

GUEST LIST	TIME IN (TO BE COMPLETED BY SECURITY)