Lake Wynonah POA Event Form____Group___ Member

Rev Aug-24 **Date received by LWPOA office:** _____

This form is used to communicate and coordinate proposed Community events to ensure timely scheduling, to prevent conflicts, and to provide requested support for the planned event.

This form must be submitted four weeks prior to the scheduled date.
LW Member has an 8 hour rental window that will not exceed 11:00 pm

MEMBER/GROUP INFORMATION:

Name: _____

Email Address: _____

LW Address:_____

Home Phone:_____ Cell Phone_____

RENTAL INFORMATION:

Event Title: _____

Event Location:

_____ LODGE
_____ GROVE PAVILION** *(Does not include basketball court, horseshoe pits, etc.)*
_____ A DOCK PAVILION**
_____ OTHER _____

****Bathrooms/portable toilets will be open May-October weather permitting.***
All rentals are subject to relocation by LWPOA Management

Event Date:_____ Rain Date: _____

If no rain date is listed and event is rescheduled, you will need to submit a NEW Form

Event Times (Max 8hr rental completed by 11PM or 3PM on Saturday for Lodge only):

Set Up: _____Start Time: _____Stop Time: _____Clean Up: _____ (no later than 10PM

Number of Guests: _____ (complete page 5/6 and submit to security 48 hrs prior to event)

EVENT DESCRIPTION: (include food/food truck/food vendors/alcohol vendors/identify entertainment, etc.) Continue on additional paper if needed.

_____

_____

_____

_____

_____

Security Deposit(s) of $75.00 (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 Lake Wynonah POA

All Certificates of Insurance must be included with this form (see pg 4).

GROVE RENTAL OR A DOCK RENTAL (Please Circle One)

- No power strips. 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 the circuit 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.)
- You will need 55 gal trash bags. Leave full bags at A Dock, place in dumpster at Grove.

LODGE RENTAL ***(not available when Lodge is open)***

Requested Support from the Lodge (will be arranged by Lodge manager)

Number of Bartenders (1 per 30 guests): _____ (**Group/ member rentals)**

Cook_____ Dishwasher _____Wait Staff _____ (**Group rentals ONLY**)

- *Minimum of 4 hours is required per bartender. Check/cash payment made to each bartender at the end of the party.
- Two week notice for alcohol /bartender services. Requests after approval of Event Form may not be able to be fulfilled.
- Requests for support will be reviewed based on availability of materials, staff hours

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

- No outside alcohol allowed inside Lodge.
- On a Saturday when the Lodge is open, you must be out by 3 PM,
- No scotch tape, thumb tacks, or staples can be used for hanging. Painter's tape only!
- Please use labeled outlets only, no power strips or extension cords.
- Crock Pots Only. No Roasters, No use of the kitchen.
- Bounce Houses are not allowed.
- The tables must be cleaned and placed back to the original setup (map included), floors must be vacuumed and trash taken out. Security will unlock dumpster at your request.

Member initial_____ Office Initial _____

Rules and Regulations for the Rental and Use of the LWPOA Lodge

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 Rules and Regulations for the Rental and Use of the LWPOA Lodge

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).

4.0 N/A

5.0 Liability

54.1 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.

_____ _____ _____

LW Member’s Name, Printed LW Member’s Signature Date

Member initial_____ Office Initial _____

_____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 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 during the rental period. **No underage drinking will be permitted or tolerated and no outside alcohol is permitted in Lodge.**

_____I understand that I am responsible for cleaning up after the social event. If it is not cleaned to the satisfaction of LWPOA, my deposit will not be returned.

_____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.

_____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.

_____FOR A GROVE RENTAL ONLY-Food Trucks, Food Vendors, and Alcohol Vendors are NOT allowed during regular Lodge business hours AND Lodge special events.

_____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".

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

_____If you are having a Marine Event 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.**

I have read, understood, and will adhere to the above mentioned rules.

_____ _____

Lake Wynonah Member Signature **Date form submitted**

Additional Comments:

_____

_____

_____

Member initial_____ Office Initial _____

Lake Wynonah Party List

Lake Wynonah Member:_____Lot number:_____

home phone:_____cell phone:_____ Date of party:_____

GUEST LIST (TO BE COMPLETED BY MEMBER)	TIME IN (TO BE COMPLETED BY SECURITY)

Member initial_____ Office Initial _____

Lake Wynonah Party List

Lake Wynonah Member:_____Lot number:_____

home phone:_____cell phone:_____ Date of party:_____

GUEST LIST (TO BE COMPLETED BY MEMBER)	TIME IN (TO BE COMPLETED BY SECURITY)

Member initial_____ Office Initial _____

This page for office use only*

BUSINESS OFFICE INFORMATION:

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

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

COMMUNITY MANAGER:_____Date: _____

APPROVALS:

All signatures must be completed or event will 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)

_____ Security Deposit: Check #_____ Amt $_____ Initials: _____
_____ Rental: Check #_____ Amt $_____ Initials: _____
_____ Bartender Fees: _____ bartenders X_____ hours X $15 per hour = Total _____

_____Pre-Inspection Performed: Date _____Time _____Initials _____
_____Post-Inspection Performed: Date _____Time _____Initials _____

Deposit(s) Returned:

Total $_____Date Paid: _____Check No:._____ Initials:_____