

For Office Use Only (revision 03/22/21)

Deposit Date _____ Check No. _____ Amount _____

Key Out # _____ Key In # _____ Deposit Refund Approval _____

LAKE FOREST COMMUNITY CENTER FRONTENAC ROOM RENTAL AGREEMENT

Renter Information (Resident/Owner in Lake Forest)

Renter(s) Name _____ Lot No. _____

Address _____

Mailing Address (if different) _____

Phone No. _____ Alternate Phone No. _____

Event Information

Date Reserved _____ Time of Event _____ No. of Attendees _____ (30 max)

Type of Event _____ Decorating Day/Time _____

Rental Charge, Deposit, and Cancellation

1. The base rental charge for the Frontenac Room is free. The facilities of the large hall are not included with this agreement. The Frontenac Room and small kitchen facilities are included with this agreement.
2. A \$50 refundable deposit is required to reserve your date. Make checks payable to Lake Forest Estates.

The deposit will be returned after inspection and the key is returned. If any damage is found to the hall after the event, we reserve the right to recover damages through negotiation with you or Civil Court action with those named as renters. Renter will also be responsible for Lake Forest Estates Community Association's attorney fees in the event the agreement is turned over to the Association's attorney for collections arising out of the Frontenac Room Rental Agreement, including, but not limited to, suits involving damages, collection of rent, and any other matters pertaining to the Frontenac Room Rental Agreement.

3. Cancellation less than 7 days prior to your event will result in the forfeiture of your deposit.
4. No event shall last beyond 1:00am.
5. There is a **limit of 30 people** at one time in the Frontenac Room.
6. Ownership of property in Lake Forest is required to use the room.
7. Please contact the office via email or phone to arrange pickup time for the key. After your event, keys may be returned to the Lake Forest Association office or dropped in the Lake Forest Association box in the post office.

8. **The pool is NOT included in this rental. You can rent the pool separately for an additional charge.**

Decorations, Cleanup, and Trash

1. Decorations may be used; however, there is absolutely NO use of tape, push pins, sticky tape, removable hooks or any other materials that could damage the ceilings or walls.
2. **NO confetti** or glitter may be used.
3. No use of the Hall, Hall kitchen, or Hall restrooms is permitted. This includes not permitting the hall as a play area for children.
4. NO smoking is allowed inside any part of the facility.
5. You are responsible for removing all decorations and trash and taking the trash to the dumpster.
6. Set the room back (such as tables and chairs) exactly as you found it.
7. Clean floors, sweep, and mop as needed.
8. Clean hand prints off windows and doors as needed.
9. Lock all doors to the Frontenac Room, including the doors to the covered patio.
10. All doors, windows and passages must be closed while the air condition or furnace is in operation. The air conditioners will be turned off if the renters are not in compliance with this stipulation. The same applies while the furnace is in operation. The air conditioning minimum setting is 72 degrees.

Alcoholic Beverages

The renter assumes complete responsibility and legal liability for any alcoholic beverages served to their guest. Lake Forest Estates Community Association requires that renters strictly comply with Federal, State and Local laws and regulations pertaining to rental of the hall by renter(s) and the use of same by guests of renter(s), but not limited to, all laws pertaining to alcoholic beverages.

Any group, organization or individual using our facilities must assume full responsibility for the behavior and unwarranted damage to the properties. Renter(s) agree in indemnify and hold harmless Lake Forest Estates Community Association, its Board of Directors, Officers, all its employees, agents, assigns, and all others action for or on behalf of Lake Forest Estates Community Association, from any and all liability, suits and causes of action arising out of or in any related to my/our use and rental of hall any and all accidents or occurrences relating to the rental or use of the hall by renter(s) and the guests of renter(s) and others on the premises at the time renter(s) utilize the hall, This indemnification and hold harmless agreement shall also extend to and inure to the benefit of all members of Lake Forest Estates Community Association an residents and owners off property located in Lake Forest Estates subdivision in Ste Genevieve County, Missouri.

I, (we) the undersigned, understand fully and agree to this rental agreement.

Renter _____ Date _____

Renter _____ Date _____