

**Lake Dalecarlia Property Owners Association, Inc.**

**4665 Main Street Lowell, IN 46356**

**219-696-0771 www.lakedalecarlia.org**

c/o Bridget Gruzdis, 199 Island Drive, Lowell, IN 46356 219-696-5068 phoenixhorizon@aol.com

**HALL RENTAL AGREEMENT – RENTEE COPY**

Rentee Name \_\_\_\_\_

Rentee Address \_\_\_\_\_

Rentee Telephone # \_\_\_\_\_ Rentee Email: \_\_\_\_\_

Rental Date \_\_\_\_\_ Rental Time \_\_\_\_\_

Type of Event \_\_\_\_\_

Serving Alcohol \_\_\_\_\_ Caterer \_\_\_\_\_

COST OF HALL RENTAL \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Chk # \_\_\_\_\_

DEPOSIT (Required in advance) \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Chk # \_\_\_\_\_

\_\_\_\_\_ Date Refunded \_\_\_\_\_ Amt \$ \_\_\_\_\_

DEPOSIT – Deposit required with signed agreement in order to hold reservation. Deposit will be forfeited if Rentee cancels event less than thirty (30) days prior to event date or if Rentee fails to pay hall rental fee at least fourteen (14) days prior to the date of the event. Deposit will be refunded to Rentee within fourteen (14) days following event date unless hall or LDPOA property has been damaged and/or Rentee fails to clean premises as defined below; in which case any such charges will be deducted from Rentee’s deposit and costs exceeding the deposit amount will be billed to Rentee.

CAPACITY - CAPACITY – Limited Parking: LDPOA CANNOT guarantee parking availability for guests. Recommended guest capacity is approx. 50.

ALCOHOL – Rentee is responsible for the distribution of any alcohol brought onto the premises during the event and for the enforcement of all State of Indiana Alcoholic Beverage Laws. No alcoholic beverages will be served or consumed by anyone under the age of twenty-one (21) on the LDPOA premises.

SMOKING – Smoking is not permitted inside of the LDPOA building and should be done in the area outside of the front doors  
CATERING – Any catering services bringing food onto the LDPOA premises must show a \$500,000 liability policy which extends protection to the Lake Dalecarlia Property Owners Association.

KITCHEN – The kitchen facilities, including its microwave, refrigerator, utensils, coffee pots and bowls are available for use by the Rentee. Rentee is responsible for washing all items, including but not limited to counters and microwave, used in the kitchen and for removing any food it has brought onto the premises.

DECORATIONS – Rentee is responsible for decorating and for the arrangement of chairs and tables. A time for setting up will be agreed upon between Rentee and the LDPOA in advance. The following items are not permitted in the hall: confetti, glitter, rice, live animals, open flames or candles (unless completely enclosed in a glass globe or chimney). The use of duct tape, nails or screws to secure any banners or decorations is not permitted. Painters tape/Masking Tape may be used for securing decorations, except on the wall paneling, where only thumbtacks placed in the grooved sections are permitted. No decorations are to be attached to the light fixtures.

CLEAN-UP – After the activity is over, Rentee is responsible for:

1. Taking down all decorations including tape and thumbtacks.
2. Disposing of all material from tables, washing all tables used and returning tables to their original set-up.
3. Disposing of all materials not wanted, cleaning up any spills and emptying all garbage cans into the trash disposal dumpster located in the lower parking lot of the building and replacing the garbage liners in all garbage cans.
4. Cleaning the kitchen as stated in the KITCHEN section above.
5. Turning off all lights and locking the premises as instructed.
6. A laminated checklist with proper table arrangement will be provided and should be returned after the rental.

Failure to clean and arrange the hall as outlined above and on the checklist will result in the reduction of your refunded deposit.

DAMAGES – The LDPOA assumes no responsibility for any property that is lost, stolen or damaged during the time of the event. Any damages or theft to the hall, its furnishings, surroundings or premises caused by the Rentee and/or guests of the Rentee are the responsibility of the Rentee. Charges for these damages will be deducted from the Rentee’s deposit. Any charges for damages in excess of the Rentee’s deposit will be billed to the Rentee. The LDPOA assumes no responsibility nor liability for any injuries that may occur as a result of the Rentee and/or any guests of the Rentee.

RENTAL TIMES – If any rental exceeds the time agreed upon in this document, an extra cost of \$25 for each hour or portion of an hour used will be charged to the Rentee.

I am familiar with the premises and have read and understand the above agreement.

\_\_\_\_\_  
Signature of Rentee

\_\_\_\_\_  
Date

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