



# Otter Lake Lodge Rental Agreement



Agreement Number: \_\_\_\_\_

Customer Information		Reservation Information	
Name of Sponsor (person responsible):			
Address:			
City/State/Zip:			
Phone # you can be reached at the day of event :			
Event:		Date of rental:	
Organization:			
What time will your group arrive at the facility?		What time will you be leaving the building?	
Point Of Contact Number:		Expected Guest Count:	

## Rental Costs

	Hours	Cost
Official Mission Function \$40/hr.		
Private Function \$60/hr.		
Full Day (9am-9pm) 20% Discount		
Weekend (9am Fri-9pm Sun) 40% Discount		

## Reservation/Cleaning Deposit

Reservation/Cleaning Deposit of \$300 in the form of credit card payment will be taken at the time of reservation. This \$300.00 payment will be refunded after the facility has been inspected, and determined there has been no damage and the venue has been cleaned properly.	Cost
	\$300.00

Customer Signature

673 FSS Staff Member Signature

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## Special Considerations/Requests

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## Customer Responsibilities

1. A \$300.00 reservation/cleaning payment and completed Otter Lake Lodge contract is required to lock in a reservation date.
2. The full payment for rental contract fee is due 14 days due prior to the reservation date. Failure to provide payment at least 14 days prior to the reservation date may result in a loss of the reservation.
3. A cancellation on the customer's behalf with less than 14-day notice will result in forfeiture of the \$300.00 reservation deposit.
4. At any event providing alcohol, it is the customer's responsibility to maintain decorum and ensure transportation is provided for anyone under the influence.
5. JBER and 673 FSS are not responsible for loss/theft/damages to personal property or guests at the agreed rental venue.
6. The customer understands that only authorized guests may attend the hosted event and the customer is responsible for their conduct.
7. All setup and clean-up activities are to be completed within the rental time period.
8. The customer is responsible for clean-up of lodge and outside area in accordance with the Otter Lake Lodge Cleaning Checklist. Failure to do so may result in full or partial forfeiture of \$300.00 cleaning deposit.
9. The customer must call within 30 days after the rental period to receive their refund for their cleaning deposit.
10. Failure to return the Otter Lake Lodge Key will result in full forfeiture of \$300.00 cleaning deposit.
11. The Customer is responsible for all set up and tear down of Otter Lake Lodge. Tables and chairs must be placed back in original storage position.
12. The customer is welcome to bring and serve beer and wine provided the guests consuming alcohol have all been carded and are of legal drinking age.
13. Fire code occupancy for Otter Lake Lodge is as follows: first floor area is 50 people maximum and 2<sup>nd</sup> floor area is 126 people maximum. It is the renter's responsibility to follow Fire occupancy requirements listed above.

Customer Signature: \_\_\_\_\_

Reservation Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature

673 FSS Staff Member Signature

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Facility Rental Payment \_\_\_\_\_ Date: \_\_\_\_\_