



# Otter Lake Lodge Rental Agreement



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: \$50/hr.		
Private Function: \$70/hr.		
Full Day Official Military Function (12 Hours): \$550		\$550
Full Day Private Function (12 Hours): \$770		\$770
Weekend (9AM Fri through 9PM Sun) Official Military Function: \$1,650	9AM Fri through 9PM Sun	\$1,650
Weekend (9am Fri-9pm Sun) Private Function: \$2,310	9AM Fri through 9PM Sun	\$2,310

## Reservation/Cleaning Deposit

Reservation/Cleaning Deposit of \$150.00 in the form of credit card payment will be taken at the time of reservation. This \$150.00 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
	\$150.00

Customer Signature

773 FSS Staff Member Signature

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## Special Considerations/Requests

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# Customer Responsibilities

1. A \$150.00 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 \$150.00 reservation deposit.
4. The customer is welcome to bring and serve beer and wine provided the guests consuming are of legal drinking age.
5. Renter should ensure no individual under 21 years of age is allowed to introduce nor consume alcoholic beverages on or about the premises and must follow all state and federal laws regarding alcohol consumption
6. At any event providing alcohol, it is the customer's responsibility to maintain decorum and ensure transportation is provided for anyone under the influence.
7. Alcoholic beverage consumption within a squadron or unit may be considered for approval in a designated space on a limited basis for Airmen and their adult guests during the following enumerated functions: hail and farewell recognition, promotion and retirement celebrations, final-flight celebrations, squadron or unit heritage anniversary celebrations, family day celebrations, and picnics. Other functions or events may be approved by the installation commander upon request if the event is determined to be in the best interest of the AF and the installation's mission. These requests must have installation commander written approval. (T-1). The requester (squadron or unit commander, civilian leader or equivalent authority) should include the following:
  - i. 4.3.1. A plan how alcoholic beverages will not be consumed by, available or provided to individuals under the legal drinking limit of local laws. (T-1)
  - ii. 4.3.2. Confirmation alternative non-alcoholic beverages will be offered at times and food and snacks available to users of the room. (T-1)
  - iii. 4.3.3. Develop and submit a safe transportation plan for Airmen and their adult guests who may consume alcoholic beverages while attending the approved function.
  - iv. 4.3.4. Date(s) of the event and the time alcohol is available. Having sustained ongoing events featuring alcohol is not authorized. (T-1). Designating an entire building when multiple units share the building is not authorized (T-1).
  - v. 4.3.5. Confirmation servers will complete Dram Shop and bystander intervention training. This training must be documented. (T-1).
  - vi. 4.3.6. Why the proposed event is in the best interest of the AF and installation mission.
8. Alcohol can only be served between 0500-2200.
9. JBER and 773 FSS are not responsible for loss/theft/damages to personal property or guests at the agreed rental venue.
10. The customer understands that only authorized guests may attend the hosted event and the customer is responsible for their conduct.
11. All setup and clean-up activities are to be completed within the rental time period.
12. 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 forfeiture of \$150.00 cleaning deposit.
13. The customer must call within 30 days after the rental period to receive their refund for their cleaning deposit.
14. Failure to return the Otter Lake Lodge Key will result in full forfeiture of \$150.00 cleaning deposit.
15. The Customer is responsible for all set up and tear down of Otter Lake Lodge.
  
16. 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: \_\_\_\_\_

Deposit Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Customer Signature

773 FSS Staff Member Signature

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Hourly Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_