

The Lodge at the Shores

*Lake Barrington Shores
64 Old Barn Rd. Lake Barrington, IL 60010*

Rental Date Requested: _____

Location Requested (please check all that apply):

Ballroom Fireside Lounge Club Room

Rental Times: _____ am / pm to _____ am/pm (event must end by midnight)

Preferred Set-Up Date and Time: _____ Approximate Attendance: _____

Caterer (if applicable): _____

Will liquor be served at your event? Circle Yes or No. If yes, see requirements under food and beverage.

Event Type / Name: _____

Contact Name: _____

Phone Number: _____ Email: _____

Address: _____

EVENT GUIDELINES

General

- Events are limited to no more than 150 guests.
- Resident sponsoring the event must be in attendance for the entire duration of the event.
- All events must conclude by midnight.
- No firearms are permitted

Food and Beverage

- If using an outside caterer a certificate of liability insurance listing the Lake Barrington Shores Homeowners Association as an additional insured must be provided by the RENTER. The required limit of liability is \$1,000,000.
- If liquor is being served a certificate of liquor liability listing the Lake Barrington Shores Homeowner Association as an additional insured must be provided by the resident. The required limit of liability is \$1,000,000. All guests consuming alcohol must be at least 21 years of age.

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Set – Up – The Lodge at the Shores

- Set-up can begin 2 hours prior to your event. Please check with the Lifestyle Director to confirm set-up time. Times will be dependent and are subject to change based on other activities and events taking place at The Lodge at the Shores.
- Furniture in the Fireside Lounge must remain in place. LBS staff can assist in placing serving tables along the window side of Fireside Lounge upon request.

Decorations

- The RENTER is welcome to bring in linens, flowers, and other decorations for the facility. Helium balloons must be anchored down. The affixing of anything to the walls, floors, or ceilings using nails, staples, tape, glue, 3M hooks, and push pins is prohibited. Confetti, bird seed, rice and other such materials are not permitted on the premises. No wall hangings shall be removed.

Clean – Up at The Lodge at the Shores

- Cleanup must be done immediately after party and is not available the following day.
- RENTER is required to place trash in the designated receptacles located in the kitchen at the conclusion of their event. Extra garbage bags are supplied by Lake Barrington Shores. Kitchen counters must be wiped down. All food must be properly disposed of at the conclusion of the event. Cleaning supplies (dish soap, sponges, etc.) are not provided by Lake Barrington Shores and are the responsibility of the RENTER.
- RENTER is required to remove all personal property at the conclusion of their event.
- If cleaning service is required after the function the RENTER shall forfeit all or a portion of the Security Deposit.
- A walk through will be done at the completion of your event by a member of Lake Barrington Shores staff / Lake Barrington Shores Public Safety.

Guests on Property / Parking

- All guests for the event should enter through the main entrance off of Route 59 between Miller Rd. and Kelsey Rd. Please note that if your guests enter the address of the Rec Center into navigation device it may take them an alternate entrance. It is recommended to include this information on your invitation. Once your guests have arrived they will be directed to park at Special Event Parking (The Lodge at the Shores) or Marina Parking (Rooftop).
- Golf Carts will not be available for guest transport.
- Guests shall not have access to lower level of The Lodge.

Pool Accessibility

- Under no circumstances is the pool or lower level pool deck available to guests attending an event nor is the RENTER to leave the event to use the pool or for any purpose during their event.

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No Smoking

- Smoking is prohibited in The Lodge at the Shores (including balconies) at all times. A smoking area is available outdoors near the entrance to The Lodge.

Cancellation Policy

- Cancellation of the resident private event must be made in writing and received by the Lifestyle Director no later than 2 weeks prior to the event date.
- Failure to cancel the RENTER private event within the time required shall cause a forfeiture of the security deposit.
- Cancellation by either party for any reason is subject to terms agreed to by both parties in writing or full compensation is due.

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WAIVER, RELEASE, INDEMNITY, AND HOLD HARMLESS

PLEASE READ THIS FORM CAREFULLY.

As used in this Agreement, the terms "I", "me," and "my" refer to the undersigned and all of my participants, guests and spectators, and each and all of their successors, heirs, executors, trustees and assigns. The terms "you" or "your" refer to the Lake Barrington Community Homeowners Association.

The terms "facility" or "premises" means any and all real property, machinery, equipment, and apparatus, and any other fixtures and appurtenances contained thereon.

The term "equipment" means any and all personal property, including but not limited to sporting goods and equipment, rented to me in relation to the use of the Lake Barrington Shores premises.

In consideration for Lake Barrington Community Homeowners Association permitting me to rent, lease and/or reserve all or any portion of the premises and equipment described herein, and as a condition of such rental, lease or reservation, I agree that I:

- Have read, fully understand and will comply with all facility and equipment rules;
- Knowingly and voluntarily assume the risk of participating in any and all activities on the premises;
- Recognize that my use of the premises or certain equipment may require strenuous exertion, carry the potential for bodily contact or may be characterized as "hazardous recreational activity", and carries with it certain inherent risks of injury, death and damage to myself, real or personal property;
- Have inspected the premises and equipment and have found it to be in a safe condition for the activities which I intend to conduct thereon;
- Knowingly and voluntarily waive, release and discharge Lake Barrington Community Homeowners Association, the managing agent, and its officers, agents, employees, volunteers and independent contractors (collectively, the "Released Parties") from any and all claims for injuries, damages or loss, of any kind or severity whatsoever, which I might sustain as a result of participating in any and all activities on the premises by reason of the nature of such activities or the physical condition of the premises; and
- Shall indemnify, defend and hold harmless the Released Parties from any and all claims for injuries, damages or loss, of any kind or severity whatsoever, which might be sustained as a result of my participation in any and all activities on the premises by reason of the nature of such activities, the physical condition of the premises or the nature or lack of supervision.

I have read and fully understand the above important information, assumption of risk, waiver, facility rules and regulations, and release of all claims and indemnification. I further understand that any advisements or warnings of the particular risks of the subject premises or the facilities thereon are incorporated by reference into and become a part of this agreement.

(Print Name and Applicant must be at least 21 years old)

APPLICANT: _____

ADDRESS: _____

PHONE: _____

SIGNATURE: _____

DATE: _____

Room Rental Agreement Effective 2-16-17