

LAKESHORE VILLAGE, INC.  
CLUBHOUSE RENTAL REQUEST

APPLICANT INFORMATION

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Date of Rental: \_\_\_\_\_ Requested: \_\_\_\_\_ Alternate: \_\_\_\_\_

Hours: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Has a copy of the clubhouse Rules and Regulations and Contract Agreement been provided: Y N

Number of Guests: \_\_\_\_\_ (75 max) Alcohol Served: Y N Food Served: Y N

Current with Association Fees: Yes No

A \$60 security deposit and the rental fee must accompany this application. Checks and money orders are payable to Lakeshore Village, Inc.

The rental fee for events after 5:00 p.m. Monday through Friday is \$50 per day.

The rental fee for events on Saturday and Sunday is \$75 per day.

I understand the contract agreement and agree to abide by the Lakeshore Village Rules and Regulations set forth by the Board of Directors.

I have received a copy of the Rules and Regulations and I agree that I am responsible for compliance with the Rules and Regulations.

RESIDENT SIGNATURE

DATE

\_\_\_\_\_

\_\_\_\_\_

OFFICE USE ONLY

Security Deposit \$60.00 Received Date: \_\_\_\_\_

Rental Fee Received Date: \_\_\_\_\_

Other Charges Received Date: \_\_\_\_\_

\$\_\_\_\_\_ Reason \_\_\_\_\_

Cancellation Date: \_\_\_\_\_

Refund Returned \$\_\_\_\_\_ Date: \_\_\_\_\_

Clubhouse Key Provided Date: \_\_\_\_\_

Clubhouse Key Returned Date: \_\_\_\_\_

Post Rental Inspection Date: \_\_\_\_\_

Approved \_\_\_\_\_

LSV Management

## LAKESHORE VILLAGE CLUBHOUSE CLEAN-UP CHECKLIST

APRIL 2018

### General Area:

Return furniture to original position. Clean all tables. Vacuum carpeted area and tile floors.

If fireplace is used, extinguish fire, place cover in front of fireplace.

### Kitchen:

Discard all food. Wipe down refrigerator, stove, sink and countertops.

### Trash:

Place all trash in liners and take to dumpster.

### Miscellaneous:

Remove all decorations, including balloons, signs, etc.

If adjusted during rental, return thermostat to original setting before leaving.

### Lights:

Turn off all indoor lights.

### Doors:

Lock and secure deck doors and sliding door to restrooms. Lock front door and place key in mailbox. Late key returns will be assessed a fee of \$25 per day.