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961 Arrowhead Drive
Pocono Lake, PA 18347

LODGE RENTAL AGREEMENT

This Agreement (hereafter known as "The Agreement") is entered into by and between Arrowhead Lake Community Association (hereafter known as "ALCA"), and _____ (hereafter known as "The Client"). The Client must be a Member(s) in good standing who assumes full responsibility for the term(s) of The Agreement as follows. Member(s) sponsoring the event must be present at event. The Client may assign a proxy, _____ (hereafter known as "The Proxy") to make decisions regarding The Agreement.

Type of Event: _____ **Event Date:** _____

Time of Event: _____ **Size of Event:** _____ **Member in Good Standing?** _____

Client: _____ **L-B-S:** _____ - _____ - _____

Contact Phone: _____ **Email:** _____

Mailing Address: _____

Proxy: _____ **Relationship to Client:** _____

Contact Phone: _____ **Email:** _____

Mailing Address: _____

AVAILABLE PACKAGES:

1. **Pine Package:** Great Room, Library, Bar Area, Kitchen, Coat Room & Patio (use up to 6 hours)

Fee: \$400.00

Security Deposit: \$120.00

2. **Cedar Package:** Banquet Room, Deck w/Truss, Lawn, Bar Area, Great Room, Library, Patio, Lobby, Multi-Function Room, Dance Floor, Coat Room, and Kitchen (use of up to 6 hours)

Fee: \$2,800.00

Security Deposit: \$840.00

3. **Available Add-Ons:** White Chair Covers w/bows **Fee:** up to \$250.00 (\$1.25 per Chair Cover Used)

DEPOSIT & PAYMENT SCHEDULE:

Total Fees: _____ **Deposit:** _____ **Date Received:** _____

120 Days Prior to Event Balance Due: _____ **Due Date:** _____ **Date Rec'd:** _____

60 Days Prior to Event Balance Due: _____ **Due Date:** _____ **Date Rec'd:** _____

30 Days Prior to Event Balance Due: _____ **Due Date:** _____ **Date Rec'd:** _____

Due Date of Guest List/Set-Ups/Independent Contractors List: _____

Date of Certificate of Insurance Received: _____



TERMS

Security Deposit & Payments: The specified security deposit is due at time of reservation. Upon inspection of rented venue space after event, refund of security deposit shall be made within 30 days. Any outstanding fees incurred during the event not included in the original event fees will be withheld from refund of security deposit. No balances are to carry over past date of event. Acceptable forms of payment include Visa, MasterCard, Discover, American Express, Cash, or Check.

Assignment of Proxy: The Client may assign a Proxy for which the event is sponsored or hosted ONLY with prior management approval. The Client must inform the ALCA Recreation & Lodge Director of such proxy at time the deposit is received. As the property owner/member, the Client remains sole guardian of terms as outlined in the Agreement.

Cancellation Policy: All cancellations must be submitted in writing to the ALCA Recreation & Lodge Director and will not be agreed upon until signed by ALCA and the Client. ALCA reserves the right to cancel all or part of the Agreement if security deposit and/or balances are not received by the date(s) and amount(s) specified in the Security Deposit & Payment Schedule. Cancellations made within 120 days of event will result in a full refund of security deposit and any/all fees paid to date. Cancellations made within 60 days of event will result in 50% refund of security deposit and any/all fees paid to date. Cancellations made within 30 days of event will result in NO refund of security deposit and any/all fees paid to date.

Impossibility: ALCA shall not be held liable for failure to carry out the event due to fire, electrical failure, an Act of God, or any other condition beyond reasonable control. In this instance, ALCA agrees to attempt to reschedule the event.

Compliance with the Law: The Agreement is subject to all applicable federal, state, and local laws, including health and safety codes, alcoholic beverage control laws, disability laws and the like. The parties agree to cooperate with each other to ensure compliance with such laws.

Conduct & Indemnification: The Client hereby indemnifies and holds harmless ALCA, their employees, agents, heirs, successors, and assigns from any and all damages, actions, suits, claims, or other costs (including reasonable attorney fees) arising out of or in connection with any damage to the property or any injury caused to any person (including death) caused by the Client's use of ALCA property. This includes any acts or omissions on the part of the Client, their employees, officers, directors, independent contractors, guests, invitees, contractors, or other agents. The Client shall immediately notify ALCA of any damage or injury of which they have knowledge in, to, or near the property, regardless of cause of such damage or injury. The Client agrees to conduct the event in an orderly manner in full compliance with all applicable laws, regulations, and ALCA Regulations. The Client assumes full responsibility for the conduct of all persons in attendance and for any damages, loss, or liability therein. ALCA reserves the right to refuse patronage and service and any client and guest(s) if they do not comply accordingly. ALCA also reserves the right to terminate any event and thus forfeiture of fees paid by the Client, if there is non-compliance with the applicable rules and regulations.

Insurance Requirements: **A copy of the Client's Certificate of Insurance of the Homeowner Policy is required with a minimum coverage of \$500,000 liability or a \$1,000,000 umbrella. If you do not have a minimum coverage of \$500,000, you can contact your insurance agent and ask them to make a change to your policy.**

Fires & Smoking: No fires are permitted on ALCA property. The use of Barbeques is ONLY permitted with prior management approval. Smoking is prohibited inside all ALCA buildings. Smoking is only permitted in designated areas and all smoking remains must be disposed of properly.

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Independent Contractors: All independent contractors including, but not limited to catering services, furniture providers, florists, and disc jockeys must be discussed with the ALCA Recreation & Lodge Director well in advance of the event. No confetti, glitter, birdseed, rice, or any material that is a detriment to the surrounding environment is permitted. Kitchen, bar area, and all other areas used must be left in the same manner as they were before the event.

Venue Deadlines: All necessary information including, but not limited to final head count, guest list, layout/setup plan(s), and independent contractor information must be submitted in writing to the ALCA Recreation & Lodge Director **NO LATER THAN 10 DAYS PRIOR TO EVENT. All event materials including, but not limited to rented supplies and/or equipment must be removed by 5PM the day after the event.**

Admin Note: The Billiards Room and Fitness Center shall remain open during any rentals.

I, _____ the Client, have read, fully understand, and agree to be legally bound to the terms as outlined herein this Agreement.

Client (must be listed on ALCA property deed)

Date

Client (must be listed on ALCA property deed)

Date

I, _____ the Proxy, have read and fully understand that the Client is to be legally bound to the terms as outlined herein this Agreement in which I will be utilizing.

Proxy (if applicable)

Date

ALCA Recreation & Lodge Director

Date

NOTES: