

Rental Agreement for the Lakehouse at Southshore
27151 E Lakeview Dr. Aurora, CO 80016
720.870.2221 Southshore@denverymca.org
Southshore Resident

Today's Date: _____ Date of Function: _____

Start Time: _____ End Time: _____

Guests: _____ Type of Function: _____

Total Rental Time Including complimentary 30 minutes prior and 30 minutes after conclusion of function (for Lakeview Room and Café only)

Start: _____ End: _____

Name : _____

Phone: Cell _____ Home _____

Email Address: _____

Address: _____

Rates listed are per hour and are identified as Resident in Good Standing.

_____ Hrs Lakeview Room
\$40/hr Resident
Total \$ _____

Refundable damage deposit \$500
Max amount of people 100

In addition to what is permanently in the room, we have available :

3- 72"Round tables , 2 - 96"x 30"banquette, 2 - 72"x 30" banquette, 60 - folding chairs

You may move the permanent furniture around in the room, but it must be put back to the original position

**Please indicate what is needed for your event: # _____ 72"Round* , _____ 96x 30 banquette* ,
_____ 72"by 30 "banquette* , # _____ chairs***

Resident is responsible for moving these tables(*) and chairs (*) from the storage at the start of event and back down to storage after event

_____ Hrs Alcohol Fee
\$20/hour Resident
Total \$ _____

Additional fee if alcohol is being served
(this covers the security guard we have to hire)
Hours serving alcohol _____ to _____

_____ Hrs Library
\$15/hr Resident
Total \$ _____

Refundable damage deposit \$100
Max amount of people 12

_____ Hrs Café/Pub
\$25/hr Resident**
Total \$ _____

Refundable damage deposit \$250
Max amount of people 25
****\$40 flat fee when booked with Lakeview Room**

_____ **Pool Parties:**
\$15 per guard/hr
Total \$ _____

Refundable damage deposit \$100
2 week advance notice required/ 1 guard for every 20 people
Staff - Please make sure a Pool Rental filled out and put in Pool rental binder

Continues on back

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_____ **Lawn**
\$15 per event Resident
Total \$ _____

Refundable damage deposit \$100
Lawn is only available for rent in concurrence
with the Lakeview, Library, or Café.

_____ **Grill**
\$35 per use Resident
Total \$ _____

Refundable damage deposit \$100
includes \$25 cleaning fee

_____ **Firepit**
Free for residents

Refundable damage deposit \$25
Must be reserved if you plan on using

_____ **Amphitheatre**
\$15 per event Resident
Total \$ _____

Refundable damage deposit \$100
Amphitheatre is only available for rent in
concurrence with the Lakeview, Library, or Café

Grand Total \$ _____

Alcohol? Yes or No (Circle one)

Alcoholic beverages may be served as long as the renter abides by the following conditions:

1. No fee will be charged, either directly or indirectly, i.e. no cash bar.
2. No alcoholic beverages will be served to any person who is under the age of 21 or to any intoxicated person. YMCA staff reserves the right to request proof of age.
3. Renter acknowledges that the Lakehouse does not hold or maintain a liquor license and this permission to serve alcoholic beverages does not constitute a liquor license.
4. If any adult attending the event is abusing or misusing alcohol on the Lakehouse premises, the renter will take action to have such activities stopped and if necessary will notify the police to seek assistance.
5. The renter is solely responsible for any claim or liability that arises as a result of the serving of alcoholic beverages at Renter's event.
6. **Any event where alcohol is served will incur a fee of \$20/hr for security guard.**

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The Lakehouse is a non-smoking facility, including all inside and outside areas. Smoking is only allowed in designated outdoor areas 25 feet from the front entrance as instructed by staff. Any violations will result in a \$100 dollar fine per offense. All cigarettes must be disposed of in approved receptacles.

- _____
(initial) The damage deposit is due at the time of contract signing in order to secure your date.
- _____
(initial) If the Renter cancels within 14 days of the event, 50% the deposit will be withheld. If cancellation is less than 7 days prior to the event, deposit will be forfeited.
- _____
(initial) Payment for your rental must be received no later than fourteen (14) days prior to rental. If payment is not received fourteen (14) days prior to the event your reservation will be cancelled.
- _____
(initial) If the event runs longer than reserved, additional fees of TWICE the normal hourly rate will be collected.
- _____
(initial) Damage deposit may be kept for excessive disturbance to the neighborhood or any damage to the Lakehouse.
- _____
(initial) A complete facility walk through (with the designated resident Renter) is required before event and upon completion of event. The Renter is responsible for paying full replacement cost or full repair cost of any damages occurred during rental.
- _____
(initial) **Room set up: We do not set up, or clean up for the Renters. We allow 30 minutes before the function starts to set up, and 30 minutes after the function ends for clean up, at no additional charge. If additional time is needed for set up and/or clean up, it must be figured into the rental time.**
- _____
(initial) Decorations may be hung with non-abrasive tape such as masking tape, but no scotch tape, tacks, pins, or nails may be used for decorations.
- _____
(initial) Only tape provided by the YMCA can be used. For every piece of tape found after your rental, \$5 will be taken out of your damage deposit.
- _____
(initial) No balloons of any kind will be allowed
- _____
(initial) No regular candles will be allowed, only flameless LED candles
- _____
(initial) All rentals will be charged for the entire length of their event.
- _____
(initial) The renter must be a minimum of twenty-one(21) years of age. The designated Renter on the contract **must** be in attendance during the entire time of the event. Failure to provide adequate adult supervision will be grounds for immediate termination of the event and participants will be asked to leave the facility.
- _____
(initial) All Renters will be required to clean their rented facility after their event to receive the damage deposit back. A \$25 per/hr fee will be withheld if additional cleaning is required.
- _____
(initial) Renter acknowledges that, except as specifically provided herein, Renter will not have exclusive use of the Premises or of the clubhouse and that other portions of the Premises and the clubhouse may be used by different individuals or entities. During the scheduled Renter's use, Renter will have use of the rented Premises, at the discretion of YMCA staff. Individuals may walk through the deck area during rentals for access to other portions of the facility.
- _____
(initial) All rentals and clean up must be completed no later than midnight.
- _____
(initial) All music must end by 11:00p.m.
- _____
(initial) The use of the pool is strictly prohibited unless rental of the pool has been secured.
- _____
(initial) A/V Equipment is available, but Southshore is not responsible for non-working equipment. Renter is responsible for inspecting the equipment prior to their event.
- _____
(initial) This is a Non Smoking facility except in designated areas within 25 feet of front entrance. Violation will result in a \$100 fine per violation.
- _____
(initial) If a Resident is allowing a Non-resident to use the facility the **Resident who signed this paperwork must be present during check out after the event has concluded. All payments for the event must be made by the resident.**

Signature

Date

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The damage deposit in the form of a check, made payable to the YMCA, or a credit card (Visa, MasterCard or Discover) must be submitted with this form to secure a date and staffing. All deposit checks will be cashed and credit cards charged if there is any damage or if renter fails to uphold this contract. Renter will be notified of any damages by phone or email, prior to the cashing of check or charge to their credit card. If there is no damage recorded after the event, deposit checks will be shredded .

Reservations are made on a first come first served basis. Community events on the calendar will take precedence. The YMCA and Master Association reserves the right to reject any rental request if it is determined that the rental:

1. Competes with any programs that are offered by the YMCA.
2. Disrupts or impairs the clubhouse normal operations.
3. Is inconsistent with the image, reputation, purpose or function of the clubhouse.
4. Any other reason as determined by the Board of Directors of the Master Association, Inc. In the event a rental request is rejected the Master Association and the YMCA shall have no liability, whether direct, indirect or consequential, to the member or any other person for damage or other remedy, except for a refund of the rental fee and deposit on the condition and in accordance with the terms of this paragraph.
5. Southshore Master Association, Inc. reserves the right to modify or terminate any Facility Rental Agreement and room reservation schedule to accommodate program changes or other unforeseen circumstances.
6. When a room reservation must be changed or cancelled, Southshore Master Association, Inc. staff will notify the member as soon as possible. If the member and Southshore Master Association, Inc. cannot agree upon a mutually agreeable alternative date and time for the room rental, the Facility Agreement shall be deemed terminated and the Renter will receive a full refund.
7. This Agreement is not transferable. Violation of this provision of any Agreement or any Master Association, Inc. rule or procedure, or regulation, will result in the immediate termination of this Agreement and planned event.

Liability: The YMCA of Metropolitan Denver or the Southshore Master Association will not assume responsibility for any injury while participating in any rental event. Nor will the YMCA of Metropolitan Denver or the Southshore Master Association will be liable for lost or stolen items while guests or program participants are using the facilities on the rental premises. I give permission for the YMCA and the Southshore Master Association, without obligation to me to use any photographs, film footage, and/or tape recordings, which may include images of my event for the purpose of promoting Events. I, the undersigned, for myself, my heirs, and assigns, do hereby release the YMCA of Metropolitan Denver and the Southshore Master Association, its branches, employees and agents from any claims for injury, death, and/or loss or damage I may suffer as a result of my rental.

I, _____ affirm I have read and will abide by the rules outlined in the Southshore facility guide.

Signature

Date

Please contact the Lakehouse if you have any questions : 720- 870-2221 or southshore@denverymca.org

We do not rent the Lakehouse on these Holidays: Easter, Thanksgiving, Christmas Eve, Christmas Day, New Year's Day. We do not rent the pool on Memorial Day, 4th of July, Labor Day.

revised 07/17

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FOR OFFICE USE ONLY

Contract Received By _____ Date _____

Input into master calendar Y N by _____

SECURITY DEPOSIT \$ _____ DATE COLLECTED _____ CK # _____

CC# IN DAXKO Y N

NAME ON CARD _____ VISA MC DISCOVER

CC # _____ EXP ____ / ____ CVV _____

ADDRESS FOR CARD: _____ ZIP: _____

TO USE CARD FOR PAYMENT ALSO Y N

.....
TOTAL DUE : _____

YMCA : \$ _____ HOA \$ _____

DATE COLLECTED : _____ CHECK # _____ CC# IN DAXKO Y N

DATE DEPOSITED /RAN CREDIT CARD _____ AMT DEPOSITED /RUN \$ _____

PIF Y N

Additional Fees (To include extended hours, additional cleaning, damage, additional area use, smoking violation, etc.)

Special Requests/Event Notes

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