

Rental Request/Agreement Lake Shangri-la Community Center Building

22112 121st St. Bristol, WI, 53104

Contact **Jennie Schnieder** (773) 710-5534/jennie.schnieder@lakeshangrila.com, **Jen Pullins** (231) 903-5783/jenny.pullins@lakeshangrila.com, or **Julie Koziol** (224) 392-2474/julie.koziol@lakeshangrila.com

Renters Name _____	Home Phone _____
Address _____	Work / Cell _____
City _____ Zip Code _____	Email Address _____
Driver's license# _____	Referred By _____
Type of function _____	Expected Attendance _____
Business Name _____	Business Address _____
City _____ Zip Code _____	Business Phone _____
Dates Requested _____	Member/Non Member _____

Renter: Renter must be 21 years old. The renter will be held financially responsible for any damages that occur during, or as a result of the rental. The renter gives the Lake Shangri-la Association the right to pursue collection methods for bad checks, or additional damages not covered by the deposit and agrees to pay for collection methods necessary.

Fees: A \$100 non-refundable deposit is required at the time of booking. If your event has to be canceled Members: \$250.00 rental fee with an additional \$100.00 non-refundable deposit if canceled. Non-Members \$400.00 rental fee with an additional \$100.00 deposit. The deposit will be returned providing the building was left cleaned and in good order.

Key Entry: To pick up or drop off the key, please contact Jennie Schnieder at (773) 710-5534.

Set Up: You may take possession of the key and set up for the event typically the day before or early in the same day of event. When there is no other renter on the weekend, time/day is flexible. The community center might be booked twice in a weekend. Once you book, we will pass along all details specifically regarding set up time, as it may vary. During peak season, there maybe multiple renters for example, Friday night and Sunday afternoon.

Clean Up: The renter will be responsible for leaving the facility clean or request that we schedule a cleaning service. The deposit collected for \$100 will be used to pay for the cleaning service. If you would like to clean, please note it consists of taking out garbage, sweeping, mopping the floors, cleaning bathrooms, wiping down counters. There are receptacles located outside the building for garbage and recyclables. If you are cleaning the center, you may need to clean by 10:00am the next day, if the center is booked again. Leaving the facility unclean will result in the loss of the deposit and renter is liable for cleaning costs.

Insurance: The Lake Shangri-la Property Owners Association provides no insurance for participants or groups using its facilities for an event. Renter is required to provide proper proof of sufficient insurance coverage. We suggest you contact your insurance company and consider purchasing a one day event rider.

Alcoholic beverages cannot be vended/sold without the vendor obtaining an event permit and dram insurance. Proof of each must be presented as part of this application.

Waive of Liabilities: The Lake Shangri-la Property Owners Association Board and its members shall be held harmless for any claims resulting from rentals.

I have read and understand the Request for Rental for the Lake Shangri-la Community Center Facility and its stipulations and agree to them.

Signature _____ Date _____