



CALENDAR ACTIVITIES FORM

Attention: Those who oversee the activities for Lake Fairways, please fully complete this form and return it to Raina at the Lake Fairways sales Office. Return the completed form to Raina by the 15th of the month so that it can be added to the calendar.

Please call Raina at 239-731-2900 with any questions. Your cooperation is appreciated.

Name of Activity: _____

Day(s) of Activity: _____

Time of Activity: _____ to _____

Set up time required? If so what time _____

Room(s) Used for Activity: _____

Alternative Room if unavailable _____

Walls Needed to be Open or Closed _____

Name of Person in Charge of Activity: _____

Phone Number of Person In charge: _____

Email of Person In charge: _____

Is this a year-round activity? Yes, _____ No _____

If NOT, year-round what is the Start Date: _____

End Date: _____

Approximate number of people each time for activity _____

Is there anyone who joins these activities who are NOT residents of Lake Fairways or Pine Lakes? _____

- Please note, occasionally there may be something is already scheduled in a room, your event may need to be moved to another room.
- Please always remember to check the calendar if I must change rooms.
- If an event says all rooms + Lounge there is a reason, please be courteous and understanding.

* Page #2 rules MUST be signed and dated **BEFORE** the event will be added to the calendar

1. **Booking and Payment:** All bookings must be made in advance and are subject to availability. Contact Raina in the sales office of Lake Fairways, 239-731-2900.
2. **Capacity Limits:** Adhere to the maximum occupancy of the room you have reserved. Exceeding this limit is a safety hazard.
3. **Setup and Decoration:** Understand the allotted setup time and any restrictions on decorations. Typically, you can bring your own decorations, but the use of nails, tacks, or anything that could damage the walls or fixtures is prohibited. Removable tape is a good option.
4. **Liability:** Understand your responsibility for any damage to the room or its contents that occurs during your event.
5. **Follow all Rules regarding Food and Beverages (including alcohol). Alcohol and Smoking:** If alcohol is permitted, ensure responsible consumption and adherence to all applicable laws and venue regulations. The host is responsible for the conduct of their guests. *** SINGLE EVENT INSURANCE MAY BE NEEDED**
6. **Supervision of Minors:** If children are present, always ensure adequate adult supervision.
7. **Prohibited Items and Activities:** Strictly adhere to any prohibited items (e.g., open flames, glitter, confetti, certain types of equipment) and activities (e.g., smoking indoors, illegal substances). There is absolutely no smoking or vaping within the buildings of our community.
8. **Cleanliness:** Dispose of trash properly in the provided receptacles. Take trash to applicable containers. Return all tables, chairs and other equipment to its original, stored location. **\Respect for Property:** Treat the room and its furnishings with care. Do not move furniture without permission or tamper with any fixtures or equipment.
9. **Damage Reporting:** Report any damage that occurred during your event to the venue staff before departure.

I have read and agree to abide by the rules of room use.

Signature of Resident

Date:

Reservation received by:

Reservation confirmed by: Raina Snell Date: _____

Raina Snell | 239-731- 2900 | Raina_Snell@equitylifestyle.com | Lake Fairways