



2024 LWCA Sponsored Event Reservation Agreement

Name: _____ Address: _____
Phone: _____
Email: _____ Number of Guests: _____
Event Date: _____ Approximate Ages: _____
Event Time: _____

1. If a resident sponsors a community event this will be considered a Sponsored Event.
2. Sponsored Event Reservations must be submitted at least 1 week before the event, by email, to the LWCA at pool@lakeridgewest.org. A Sponsored Event reservation will not be final until the Sponsored Event Reservation Agreement, found on our website at: <https://lakeridgewest.org/publications>, is completed and signed, and all applicable fees are paid in full.
3. No Sponsored Event may be held on Saturday, Sunday, or holidays.
4. Maximum duration for any Sponsored Event is four (4) hours.
5. A Sponsored Swim Event, non-refundable, fee of \$500.00 must be paid upon signing the Sponsored Event Reservation Agreement for an event that includes pool activities.
6. To encourage removal of all debris associated with the Sponsored Event, a refundable \$250.00 clean-up bond must be deposited with the LWCA Board upon signing this agreement. The clean-up bond will be refunded to the event host after clean-up of all debris. **Party hosts are responsible for bagging all garbage and depositing it in the garbage cans outside the tennis courts, LWCA will provide black bags so that cans inside the pool facility are left empty after the party for community use.**
7. In case of inclement weather or lack of proper lifeguard coverage, a LWCA Board trustee will notify the event host and either reschedule the event, if possible, or cancel. If not rescheduled the Sponsored Event Fee and the clean-up bond will be refunded. No refunds will be made if the Sponsored Event is rescheduled.
8. Please refer to the Sponsored Event Policy and Procedure for further information.

(continued)



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PLEASE NOTE: If rain occurs while a Sponsored Event is in progress, no part of the Sponsored Event Fee will be refunded, and the event will not be rescheduled unless a new Sponsored Event Reservation Agreement is completed, and all applicable fees are paid.

I have read and understand the above agreement and accept and agree to all the terms and conditions.

(Signature) _____

All Events must be paid by check or money order; cash will not be accepted.

For Office Use Only

Reservation accepted by _____ Additional Lifeguards Hired _____

Date Fees Collected _____ Event Fee Paid _____ Yes _____ No Check# _____

Event Status (check all that apply) _____ Completed _____ Canceled by rain before event _____ Canceled by rain during event

Date rescheduled _____ Event Fee refunded _____ Yes _____ No Cleanup Bond Paid _____ Yes _____ No