

# LWCA SPECIAL EVENT RESERVATION AGREEMENT

Name \_\_\_\_\_ Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_  
Event Date \_\_\_\_\_ Event Time \_\_\_\_\_  
Number of Guests \_\_\_\_\_ Approximate Ages \_\_\_\_\_

1. If a resident sponsors a community event this will be considered a Special Event.
2. Special Event Reservations must be submitted at least 2 weeks before the event, by email, to the LWCA at [pool@lakeridgewest.org](mailto:pool@lakeridgewest.org). A Special Event reservation will not be final until the Special 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 Special Event may be held on Saturday, Sunday, or holidays.
4. Maximum duration for any Special Event is four (4) hours.
5. A Special Swim Event, non-refundable, fee of \$75.00 must be paid upon signing the Special Event Reservation Agreement for an event that includes pool activities.
6. To encourage removal of all debris associated with the Special Event, a refundable \$100.00 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 and any borrowed LWCA tables and chairs have been returned.
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 Special Event Fee and the clean-up bond will be refunded. No refunds will be made if the Special Event is rescheduled.
8. Please refer to the Special Event Policy and Procedure for further information.

PLEASE NOTE: If rain occurs while a Special Event is in progress, no part of the Special Event Fee will be refunded, and the event will not be rescheduled unless a new Special 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