



## LWCA Sponsored Event Reservation Form

Name: \_\_\_\_\_

Date of Party: \_\_\_\_\_

Address: \_\_\_\_\_

Time of Party: \_\_\_\_\_

Phone: \_\_\_\_\_

# of Non-Resident Guests: \_\_\_\_\_

Email: \_\_\_\_\_

# of LWCA Resident Guests: \_\_\_\_\_

The Undersigned agrees to the following terms and conditions:

- Sponsored Events refers to events held for the benefit of the community by a sponsoring resident or their business and shall be open to all community residents.
- Sponsored events may only be held on weekdays, excluding holidays unless approved by the Board of Trustees.
- Sponsored event reservation form and fees must be submitted at least one week in advance.
- Maximum duration for any sponsored event is four hours, within the pool's normal operating hours.
- A non-refundable Party Fee of \$150 must be paid upon signing the Party Reservation Agreement.
- Guest fees are waived for all guests of the resident sponsor.
- An additional refundable security deposit of \$250.00 is required to cover damages and any additional clean up.
- Event hosts are responsible for bagging all garbage and depositing it in the dumpster located in the parking area. LWCA will provide trash bags so that cans inside the pool facility are left empty after the party for community use.
- In case of rain prior to an event, the pool manager will call to cancel the event and reschedule. If not rescheduled the Event Fee and the Security Deposit will be refunded. No refunds will be made if the party is rescheduled.
- If thunder/lightning/rain occurs while a party in progress no part of the Party 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.
- Events may be held at the outer black top patio, adjacent to the pool entrance, or upstairs in the picnic area using the LWCA picnic tables by the kiddie pool. Hosts may bring their own tables and chairs for blacktop use but cannot use the LWCA furniture on the blacktop. By prior agreement, food may be stored in the refrigerator or freezer in the pool office.
- All fees must be paid by Check or Money Order; Cash will not be accepted.
- Please send a copy of the form to [pool@lakeridgewest.org](mailto:pool@lakeridgewest.org), and email [treasurer@lakeridgewest.org](mailto:treasurer@lakeridgewest.org) to arrange payment drop off to the current LWCA Treasurer.

Resident's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_