



PRIVATE FUNCTION APPLICATION

[This form may be printed and sent to the Pro Shop or saved and e-mailed to lrctennis@verizon.net.]

PLEASE PRINT

LRC Member Name: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

Facility Desired: POOLSIDE ROOM LAKESIDE ROOM

Desired Date: _____ Start Time: _____ End Time: _____

Type of Event: _____

Number of People Attending: _____ Number of Non-members attending: _____

I understand that I am fully responsible for any and all damages or repairs to the facility and surrounding areas. The rental fee (\$and cleaning deposit must be paid at the time of application An additional cleaning fee may be required depending on the condition of the premises.

<u>Room</u>	<u>Rental Fee</u>	<u>Cleaning Deposit</u>
Poolside	\$125.00	\$ 75.00
Lakeside	\$250.00	\$100.00

The LRC member must be present at the event and assumes full liability for any and all costs for extra cleaning and any and all repairs.

No signs shall be placed on Club property related to the event. All notices, articles or advertisements regarding the event shall prominently state: "This event is neither sponsored nor endorsed by The Landings Racquet Club."

While the kitchen is available for use by the renter, the Club does not supply cooking or serving equipment or utensils. It does supply tablecloths and, with prior arrangement, the use of its audio-visual facilities and internet connectivity.

MEMBER'S SIGNATURE: _____ Date: _____

Approval by LRC Manager: _____ Date _____

Rental & Cleaning Deposit Received: Yes No Amount: \$ _____



Facility Rental Rules

Everyone wishing to use an LRC facility for a private party must fill out an application. If the application is approved by the LRC Manager, you agree to abide by the following rules:

1. You **MUST** leave the facility being rented as you found it. Tables must be wiped off, all decorations removed, all trash and garbage taken to the dumpsters and all food removed from the premises. If the facility must be cleaned by LRC staff, there will be an additional \$50.00 charge.
2. Tables and chairs will be set-up and removed by the LRC staff. If you have a special “set-up” requirement, please let the LRC staff know at least **3** days prior to your party date.
3. All counters and sinks will be wiped down.
4. No “left-over” food or containers to be left behind.
5. Please make sure all trash and garbage is put inside the dumpsters, otherwise the raccoons make an awful mess!
6. Smoking is not permitted anywhere on LRC property.
7. All food preparation must be done in the kitchen or off-premises. No use of gas or charcoal grills unless approved by the LRC Manager.
8. This application does not include use of the pool, spa, tennis courts or Fitness Center.
9. There must be an adult LRC member present at all times.
10. All events/parties must end at 11:00 p.m. unless previously approved by the LRC Manager.
11. No alcoholic beverages other than beer & wine allowed on property.
12. The cancellation policy is as follows: Thirty days or more prior to the event, you will receive your full rental fee back. Less than thirty days prior to the event, you will receive a 75% refund of the rental fee and less than fourteen days you will receive a 50% refund of the rental fee.

Indicate your acceptance of the above rules by initialing: INITIALS _____