

# **LAKWOOD SHORES PROPERTY OWNERS ASSOCIATION, INC**

## **BEACH CLUB USE CONTRACT**

(Read Carefully Before Signing)

I, \_\_\_\_\_, request use of the Lakewood Shores Property Owners Association (LSPOA) Beach Club on \_\_\_\_\_ from \_\_\_\_ (AM/PM) to \_\_\_\_\_ (AM/PM). A Property Owner must be present regardless of catered/non-catered functions. In consideration of this request, I agree to the following:

A One hundred dollar (\$100.00) \*refundable deposit (\$200.00 if the Beach Club closes for your event) is required for use of this facility along with the applicable use fee. \*Deposit will be refunded to member upon inspection of the facility by a POA Associate following the event and no violations to this contract have occurred). Members' initials \_\_\_\_\_

## **CATERED FUNCTION**

LSPOA MEMBERS: The Contract will be annotated with the exact price of the meal/bar I wish to serve to my guests. I understand that tax (6%) and tip (20%) will be added to the final price and duly noted. I agree to pay the full amount due on the day of the function.

I understand that the 'Use' fee is \$100.00 (\$200.00 if the Beach Club closes for your event) and is due when signing/returning contract. The Use Fee includes a minimum of one employee of the Association present for the entire period. In the event any additional employees are required, additional hourly charges of \$10.00/hour per employee, or time-and-a-half (\$15.00/hour per employee) for holidays will apply. I assume full responsibility for the conduct of my guests and agree to pay any damages caused by them during the use of the facility. A minimum of thirty (30) paying guests is required to book the Beach Club for catered functions. In the event I cannot meet this requirement, the party may still be booked but I will be responsible for payment of the minimum. Members' initials \_\_\_\_\_

I will attempt to provide LSPOA the exact number of guests no later than 7 days before the event (the amount of food that will be prepared/ordered will be based on this number). I agree to pay prices quoted on meals based on this figure. The minimum price will be charged based on the number of guest reservations provided LSPOA. If a final count reveals this number has been exceeded, I will pay the appropriate amount for each extra guest. Members' initials \_\_\_\_\_

I may set up a special running "tab" for the specific purpose of keeping track of bar sales for this function. When I pay my bill, this "tab" will be included as part of the total.

Members' initials \_\_\_\_\_

## **NON-CATERED FUNCTIONS**

**LSPOA MEMBER:** A One Hundred dollar (\$100.00) non-refundable use fee will be charged. I assume full responsibility for the conduct of my guests and agree to pay any damages caused by them during the use of the facility.

A member of the POA security staff will be contacted (305-1146) at the conclusion of my event for a final inspection of the facility. Members' initials \_\_\_\_\_

### **I further acknowledge that I have been advised of the following:**

I have the right to inspect (walk through with a Beach Club Associate) the facility immediately before I use it and to note any apparent damages I do not wish to be liable for. Such damages will be noted on this contract in the space provided. The \$100.00 deposit will be forfeited *for any clean up that is not completed after my party.*

Members' initials \_\_\_\_\_

I understand ***under no circumstances*** will any person, who is not an employee of the Association, use any of the equipment and facilities of the Beach Club kitchen. This includes stoves, appliances, utensils, etc. Because of liability concerns and Health Department Regulations, only certified employees of the Association are allowed to use these in conjunction with Association activities. If a catered function is scheduled, you must use the Association's food and beverage services only. **No outside catering will be allowed.** Members' initials \_\_\_\_\_

**ALCOHOLIC BEVERAGES - ZERO TOLERANCE WARNING:**

I understand that any alcohol consumed at this function will be provided by LSPOA and served only by LSPOA employees. I will not bring in any alcoholic beverages from outside sources and I will not allow anyone else to. Any alcoholic beverages consumed during the use of the Beach Club will not be carried outside the building with the exception of the fenced area of the deck immediately adjoining the dining room. No person under the age of twenty-one will be allowed to consume alcoholic beverages. I also agree to Lakewood Shores Property Owners Association's policy of not serving alcoholic beverages to any person who shows signs of intoxication. I am obligated to enforce this rule and agree to accept the judgment of the Association employee on duty when there is any doubt about a guest's condition or state of intoxication. Any violation may result of immediate cessation of the activity, closing of the facility and forfeiture of any and all fees and payments. Members' initials \_\_\_\_\_

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Contact Number

\_\_\_\_\_  
LSPOA Agent Signature

\_\_\_\_\_  
Deposit received

\_\_\_\_\_  
Rental Use Fee received

Please state whether the event is Catered or Non-Catered: \_\_\_\_\_

DAMAGES AND EXCEPTIONS (IF NONE, SO STATE):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_

SPECIAL NOTES:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Revised: 7/2016)

Copy to member \_\_\_\_\_

# Lakewood Shores Property Owner's Association, Inc.

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Phone (989) 739-2607 ~ Fax (989) 739-7556

E-mail: [info@lakewoodshorespoa.com](mailto:info@lakewoodshorespoa.com)

Web Site: [www.lakewoodshorespoa.com](http://www.lakewoodshorespoa.com)

Security 989-305-1146

## PLEASE CLEAN UP AFTER YOURSELF!!!

This facility was rented to you in clean and reasonably good condition. Before you leave, please make sure you complete the following:

- \_\_\_\_\_ 1. Floors: Swept or vacuumed.
- \_\_\_\_\_ 2. Tables: Replaced to their original location. Cleaned of all debris, litter, dirt, table clothes, tape and staples. Wipe with damp cloth. This includes the tables inside and outside.
- \_\_\_\_\_ 3. Furniture: All furniture, tables, chairs must be placed in original location.
- \_\_\_\_\_ 4. Trash: All trash must be placed in the receptacle provided. The trash containers are located at the rear of the Beach Club. Please provide your own plastic garbage bags.
- \_\_\_\_\_ 5. Windows and Doors: Shut and Lock them all.
- \_\_\_\_\_ 6. Thermostats: Leave as they are; they will be set by Lakewood Staff.
- \_\_\_\_\_ 7. Restrooms: Empty trash, sweep and mop floors, make sure toilet, sink and mirrors are cleaned.
- \_\_\_\_\_ 8. Deck: Umbrellas removed and replaced to their original storage location on the deck

Please note that Lakewood does NOT supply any cleaning products or supplies. If you are not interested in cleaning the facility after your event the Association will clean it for a fee. THESE ARRANGEMENTS MUST BE MADE PRIOR TO YOUR EVENT.

I understand that any costs incurred by the Association for cleaning and/ or damage will be billed to my account at a cost to start of \$100.00.

Thank you for your cooperation.

\_\_\_\_\_  
Property Owners Signature

\_\_\_\_\_  
LSPOA Signature