

LFPCC Club Hall Rental Policies and Frequently Asked Questions

Reservations

- Hall rental reservations are considered on a first come first served basis regardless of affiliation
- The hall may be reserved up to a maximum of 12 months in advance
- A hall rental request may be held for a maximum of 5 days. If a contract has not been ratified and deposit paid by the 5th day, the request date will be released, and the hall made available again
- A rental deposit is required for a minimum amount of one half (½) of the combined rental and cleaning fee to secure the reservation
- A Refundable \$300 security deposit will be taken at time of finalizing the reservation. This will be in the form of a major CC/Debit Card. Fully refundable if no damage is incurred and all terms and policies of the contract are adhered to. Refunds will be made back to the same CC/Debit card within 5 business days of event.
- Hall Rentals will have a mandatory cleaning fee applied of \$200.00
 - The exception is a member only hall rental at the seasonal hourly rate on Monday-Thursday
 - For hourly rentals, a cleaning option is available for an additional fee, but not mandatory
- LFP Civic Club does not allow Multi-Day Rentals where items are left overnight. Each rental must be separate and have its own contract. No personal items are to be left overnight by renter.
- Hall rental payments are in the form of a personal check or cashier's check. If using a major CC/Debit card, a \$20 processing fee will be added.

What is included in a hall rental?

- Main Hall
- Full use of kitchen, including stove, ovens, microwave, refrigerator and freezer
- Inside restrooms
- Patio(No guests of event are permitted to use Grounds/Docks/Beach)
- Bridal Suite for weddings only (this suite will not be made available for any other type of gathering)
- Full use of large TV monitor, PA sound system w/microphone

What is not included in a hall rental?

- Use of the grounds, including but not limited to the grass area, beach area, play structure, boat launch, outdoor grills and picnic shelter
- Access to the upstairs balcony
- Access to the bridal suite (except weddings with the added fee paid)
- We do not provide linens, dishware, coffee urns, or utensils

Parking

Guest Parking

- Parking for hall rentals is on a first come first serve basis.
- Parking stalls may not be reserved for events
- Hall rental guest parking is prohibited in the boat launch area or in the gravel area designated for member boat trailers
- Hall rental guest parking is prohibited behind the outdoor restrooms

Food Truck Parking

- Hall renters are allotted space for one food truck per event, if applicable, and must park the truck in the designated food truck area only.
- The vendor is prohibited to solicit those who are not guests of the event

LFPCC Members

- Active members are eligible for the current member discounted rate
- Members may rent the hall at the member discounted rate on behalf of a non-member
 - They may do so a maximum of one time per calendar year
 - The sponsoring member must sign the contract and attend the event in its entirety.
 - Members are eligible to rent the hall for shorter periods of time at an hourly rental rate from Monday-Thursday. Hourly rates are for current club members ONLY.
- Dependents of members are not eligible for discounted rental rates. Member can sponsor for dependents and must attend the event in its entirety to receive the discount rate.
- Non-Profit organizations are eligible to rent the facility at the member discounted rate
 - Must provide proof of their 501c3
 - Must provide event insurance (see contract addendum for requirement)
 - Insurance proof must be received no later than 1 week prior to the scheduled event.

Non-Members

- All non-members are required to provide an event insurance policy for the date of their event.
- Limits of no less than \$1,000,000 per person/per incident and \$2,000,000 general aggregate
- Lake Forest Park Civic Club must be listed as “additionally insured”
- Proof of event insurance is required to be submitted to hall staff no later than 1 week prior to the scheduled event.
- Non-Members are not eligible for shorter term hourly rental rates

Event Set-up Access

- 4hr rental may have access one hour prior to the event for set up
- 8hr rentals may have access two hours prior to the event for set up
 - Additional time may be requested for additional hourly rate if available
- Early deliveries are not allowed for events
- Renters need to bring supplies at the designated time of arrival
- All personal items are to be removed from the building at end of the event
- Renters may not store supplies, food or alcohol in the hall prior to or after the event
- Items rented from a rental company must be picked up by 10am the morning following the event
 - Rental items left overnight will be stored inside near the door on west side of hall ready for pick up (by chair storage area)
- LFPCC takes no responsibility for the safety of personal or rental items left in building