



The 2016 Lake House Reservation Agreement

DJ's or live music are not allowed at The Lake House. You may only use our in house sound system to play your iPod, iPad, iPhone or any mobile device.

The Lake House offers a seating capacity of 100 inside and a total capacity of 300 (inside and outside), making it the perfect venue for a variety of events and functions such as graduation parties, weddings, birthday and anniversary parties, family reunions, barbeques and picnics, sports team banquets, club and organization meetings, civic groups and corporate functions. The open-air space is outfitted with screen windows & doors-perfect for those beautiful lake breezes. Heat lamps are available for the cooler months and ceiling fans provide extra air circulation during the summer.

Renter Name : _____ (Must be present at function)

How did you hear about The Lake House?

Type of Event: _____

Address: _____

Telephone: _____ (Best number to reach you)

Email _____

Function Date: _____ Resident _____ Non-resident _____
(Please check one.)

Half Day Rental _____ Full Day Rental _____ (Please check one.)

Guests are allowed to rent The Lake House for ½ day (6 hours) or a full day (10 hours). Guests can choose the actual time of their event, but can stay at The Lake House no later than 11p.m. and music (ipod sound system only, (no live band or DJ's) has to be turned off at 10:00p.m.

Timeframe of Event: _____ (6 hours if ½ day package, 10 hours if full day package) No later than 11:00pm



Will you be using the in house sound system to play your iPod or other similar device?
_____ (Yes or no)

If yes, renter is responsible for maintaining the deadlines for music and departure time as well as keeping the decibel level of the music within Richland County Ordinance levels (a maximum of 60 decibels (and allowed until 10 PM only) read within 10 feet of the Lake House location. Failure to comply could result in a fine from the Richland County Sheriff's Department and the inability to rent the Lake House for future events.

Rental Fee \$_____ (Fill in rental fee based on pricing on page 4.)

Refundable Security Deposit: \$300

Please make checks payable to Lake Carolina.

I am reserving The Lake House for the date/time stated above and knowingly agree to the following terms:

1. Rental Fee and security deposit to be made according to the schedule determine by The Lake House. The security deposit is due at time of booking and the Lake House rental fee check is due 2 months prior to rental.
2. The individual reserving The Lake House must adhere to the following rules:
 - a. Must be present during the time of the function.
 - b. Is responsible for any damage to the common property of The Lake House caused by anyone attending the function.
 - c. Is responsible for his/her guests' behavior and must take appropriate action to prevent and/or correct any actions by those guests which unreasonably interfere with maintaining utmost care of The Lake House. Yelling, screaming and honking of horns is discouraged at the Lake House and guests should be reprimanded if these actions occur.
 - d. Guest parking is limited to The Lake House parking lot, along one side of the road leading into The Lake House and the cleared lot just off The Lake House driveway.



- e. The Lake House should be cleaned and left presentable immediately following the function. **While the cleaning crew will do a more thorough cleaning after most rentals, individuals are asked to put all furniture back where they found it, have all trash bagged and stacked in the kitchen and anything else they would deem common sense. Failure to do so will result in the forfeit of your deposit. Included in the list of things to do before leaving included REMOVING BALLOONS FROM LAKE HOUSE SIGNS!**
 - f. Any damages to the property and/or if the property is not properly cleaned, then such charges will be deducted from the \$300.00 Security Deposit and any additional costs must be paid to The Lake House.
3. In the event of the cancellation of the function, Event Coordinator, Julia Burley, is to be notified as soon as possible so that the date will be available for others to rent. If the cancellation is within three months of the event rental, the security deposit will be kept by The Lake House. If the cancellation is within two months of the rental, the entire rental fee will be kept by The Lake House, but the security deposit check will be shredded.

I have read the above agreement and the attached The Lake House instructions and agree to the terms stated hereto by affixing my signature hereto. Failure to adhere to the terms of this agreement will result in forfeiture of all deposits.

The Lake House reserves the right to revoke The Lake House privileges for a time (to be determined by the Board) should they determine the rules of this contract have not been followed.

Lake House Renter

Date

Address

Cell Phone Number

Email



The Lake House has been reserved in your name for the function indicated in the enclosed contract. Kindly sign The Lake House Reservation Agreement and return it along with your checks in the amounts indicated below.

** Lake Carolina Residents shall receive a \$100 discount from the pricing listed below. This discount can only be applied to weekend rentals (Fridays, Saturdays or Sundays).**

April - October Pricing

\$350 – Weekday rental (Monday – Thursday) (6 hour rental) Includes 6 tables, up to 40 chairs

\$700 – Weekend Half Day (Friday – Sunday) (6 hour rental) Includes up to 8 tables and up to 64 chairs

\$1100 – Weekend Full Day (Friday – Sunday) (10 hour rental) Includes up to 12 tables and up to 100 chairs

Wedding Package (All Saturday weddings (even if just reception only) must book the wedding package.)

\$1800 – Wedding Package to include ALL DAY RENTAL (9:00am-11:00pm) with access to all tables and chairs. The Lake House Event Coordinator can assist with recommendations for layout of event, selection of catering, entertainment, floral and rentals. This coordinator can assist in vendor selection and pre-event setup, but is not on site for the event. You are responsible for your own setup on the day of the event.

You may also book your rehearsal dinner at The Lake House and receive a discount on that evening's rental or apply it to the wedding fee.

*Please note: DJ's or live music are NOT allowed at The Lake House.

November – March Pricing

\$250 – Weekday rental (Monday – Thursday) (6 hour rental) Including 6 tables and up to 50 chairs

\$500 - Weekend Half Day (Friday – Sunday) (6 hour rental) Includes up to 8 tables and up to 64 chairs

\$900 – Weekend Full Day (Friday – Sunday) (10 hour rental) Includes up to 12 tables and up to 100 chairs

Wedding Package (All weddings must book the wedding package.)

\$1600 – Wedding Package to include ALL DAY RENTAL (9:00am-11:00pm) with access to all tables and chairs. The Lake House Event Coordinator can assist with recommendations for layout of event, selection of catering, entertainment, floral and rentals. This coordinator



can assist in vendor selection and pre-event setup, but is not on site for the event. You are responsible for your own setup on the day of the event.

You may also book your rehearsal dinner at The Lake House and receive a discount on that evening's rental or apply it to the wedding fee.

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Security Deposit:

Up to 275 guests \$300.00 Refundable check that is held with your contract through your event.

Two checks will be necessary – one for the rental and another for the security deposit. The security deposit check is due at time of booking and the rental fee check is due 2 months prior to event date. Checks should be made payable to Lake Carolina and mailed to address at footer of this document.

** All holiday are counted as weekends, regardless of the day of week in which they fall. This includes New Years Eve, New Years Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving & Christmas.**

Tables and chairs available when renting The Lake House (the total quantity you have access to is determined by your rental package chosen):

- 15, 6 foot rectangular tables (seat 6)
- 12, 60 inch round tables (seat 8)
- 12, 36 inch hightop cocktail tables (to stand beside)
- 100, Wooden folding chairs

If you'd like to rent additional tables/chairs than what are included in your package, the prices are below:

- 6 foot rectangular tables \$5
- 60 inch round tables \$9
- 36 inch hightop cocktail tables \$14
- Wooden folding chairs \$1.50

The Lake House only has 100 chairs total, so if you are renting the Full Day Package or the Wedding Package, you are already getting all the chairs that we have. Any additional you may need should be rented by an outside vendor.



THE LAKE HOUSE RENTAL HOLD HARMLESS AGREEMENT

Renter agrees to release, indemnify and hold The Lake House harmless against any and all claims, demands, damages, costs and expenses, including reasonable attorney’s fees, arising from the conduct of the Renter or otherwise resulting from any act or omission of Renter or any person claiming under or through Renter in connection with the use, control or occupation of The Lake House and surrounding community.

Renter, its guests and employees shall enter The Lake House and surrounding community at their own risk, and accept the condition of The Lake House and surrounding community in the condition in which they exist as of the commencement of the rental without any representation or warranty by the Association. Renter acknowledges and understands that The Lake House is privately owned property, for the benefit of its renters, whether they be Lake Carolina residents or the general public.

Renter shall repair or replace, at the determination of The Lake House, any property, real or other, lost, stolen, or damaged during Renter’s use of The Lake House and surrounding community.

Renter Signature

Date



Instructions & Rules for The Lake House Rental

1. Enter The Lake House through front door entrance – you will have been given a code to use to access the front door. Light switch is located to the right of the entrance.
2. Main room light and fan switches are located to the right of front door – and the other switches visibly located within the room.
3. iPod/iPad hookup is located in the kitchen closet where you will find the sound system. Volume controls are located in foyer and on the right wall as you enter the main room. Be sure to turn main power button off at the end of the function.
4. Two fire extinguishers are in the facility – one to the left of door and one in kitchen.
5. Thermostat for heat/air-conditioning located outside of restrooms, to the right of the front door. Adjust thermostat to comfortable setting but no higher than 75 in the winter and no lower than 72 in the summer.
6. For an emergency, contact Universal Protection Services at 803.223.7411. They are on duty 24 hours/day.
7. Do not remove tables or chairs from the premises.
8. No fireworks, sparklers or birdseed are allowed at The Lake House.
9. DO NOT tie balloons to the ceiling fans. Please remove all balloons and balloon ribbons/ties.
10. All furniture can be moved around for your event, but it **MUST BE RETURNED TO ITS ORIGINAL PLACE AFTER THE EVENT IS OVER. FAILURE TO DO SO WILL RESULT IN LOSS OF SECURITY DEPOSIT.**



At the end of your function, complete the following steps:

1. Clean up all debris.
2. All trash must be properly secured in plastic trash bags and stacked on top of the trash bins in the kitchen.
3. Clean up exterior trash (cups, napkins, etc.)
4. Remove all items from refrigerator.
5. Ensure fireplaces and fire pit are no longer burning before leaving The Lake House.
6. Return heat/air thermostat to its original setting.
7. Turn off all lights and fans when you leave the Clubhouse.
8. Close and lock main door and door from foyer to main room. Leave through front entrance.
9. Return all furniture to its original place. You can use the diagram in the kitchen for reference. All rental tables and chairs should be stacked back up against the red walls.

You will be provided:

1. Toilet tissue, 2 trash cans with liners, & paper hand towels.
2. Refrigerator
3. Dishwasher
4. Microwave
5. Broom/dustpan

You may need for your event:

1. Paper towels, dishcloths, hot pads for placing items on counter
2. Additional trash bags, cleaning supplies, i.e., dishwashing detergent, etc
3. Cooking and serving pieces/paper products, etc.
4. Ice coolers
5. Table coverings – your own decorations (unless white tablecloths have been rented)
6. Additional tables and chairs, if needed. These are available to rent from The Lake House.



Items NOT available in The Lake House:

1. Fireplace accessories
2. Telephones
3. Stove/Oven
4. Ice Machine
5. Grill (you may bring one to the Lake House to use)

Important Reminders:

- Address of The Lake House is:
1090 Ballard Drive
Columbia SC 29229
- Address to mail a contract/check is:
100 Lake Carolina Boulevard
Columbia, SC 29229
- Everything guests bring in must be removed from The Lake House at conclusion of function. All furniture that you move outside must be brought back inside after your event. This includes the large picnic table and benches, blue sofas (except the 1 that stays in front of fire), other chairs and tables.
- If you do not use the umbrellas, they should be put back in the patio tables after your event and rolled down and secured.
- If you are using fireplaces or firepit, you are required to bring your own wood.
- Trash can be left at The Lake House in trash bags in the kitchen area.
- The "rental" tables and chairs must be stacked against the wall after your event.
- Woodleigh Pointe is a residential neighborhood with many small children. Please have your guests be mindful of their speed when driving in the neighborhood.



- You may attach balloons to The Lake House signs to help direct guests, but the balloons, ribbon/string MUST be removed after the event.
- Following your function, a representative of The Lake House will inspect the property for cleanliness, damages, etc. You are responsible for infractions of the rules and for damages as a result of misuse, negligence, and/or abuse above and beyond reasonable wear and tear.
- You will be responsible for damages caused as a result of your function, whether or not caused by you, your guest or those employed by you.

Using the Sound System:

First of all – you can totally IGNORE the docking station in the main room. It has no purpose now – does not work.

- 1 – Go into the kitchen closet and plug your device into the cord coming out of the front of the box.
- 2 – Turn your music on (Pandora, ipod music, etc)
- 3 – Turn your volume up on your device.
- 4 – You can also turn music up in foyer/outside front using the white knobs in foyer and turn music up in main room, outside back by using the white knobs in main room on red wall to the right when you walk in.

Rental instructions for The Lake House are subject to change without notice.

Initial

Date