



DEPARTMENT OF PARKS AND RECREATION LAKE HOUSE

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Lake House Rental Application

Rental # _____

Code # _____

Name: _____ Organization (if any): _____

Address: _____ City: _____ State: _____ Zip: _____

Telephone: _____ Cell: _____

E-Mail: _____

Rental Information

Rental Type: _____ Date: _____ Day/Days of Week: _____

Time: _____ to _____ # of Attendees: _____ Palmwood Builder's Pavilion: [] yes or [] no

Rental Fees:

Daytime/Weeknight	Mon-Thurs	\$30 hour	2-hour min. \$60
Weekend Rental	Friday / Sunday	4 hours \$300	All Day \$500
Weekend Rental	Saturday	4 hours \$500	All Day \$800
Outdoor Events	Any time	\$150 hour	
Special Events	Please see staff to get special event packet and fees.		

Rental Rate: \$ _____ per hour x _____ hours = \$ _____

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Sales Tax @ 6.5% = \$ _____

Total Amount Due = \$ _____

Deposit ½ of total fees: \$ _____

Balance Due: \$ _____

Balance Due Date: ____/____/____

Security Due Date: ____/____/____

Security Deposit \$300

***Balance is due 14 days prior to rental. This is a NON-REFUNDABLE Contract**

I fully understand that this application does not confirm any request until it has been signed, dated, reviewed and approved by an authorized Recreation employee, at which time a permit will be given to me or my representative, or mailed to the address designated above. If applicable, I understand that I will be informed prior to my event of any requirement for fees to be charged and collected for park staff. I further affirm that I have completed this application with as much accuracy and detail as possible. Security/Code Deposits are paid at the time codes are issued. Applicant agrees to hold Hernando County, its agents and employees harmless for any and all acts and/or omissions, and accepts sole responsibility for usage of the facilities. **I acknowledge that I have received a copy and have read, understand and agree to all items and terms as outlined in the Lake House Agreement, including how to proceed in the event of any problems or emergencies that need immediate attention during my event.**

*PAYABLE TO: Hernando County Recreation Department or HCRD
** Money Orders, Checks, VISA, MasterCard or Discover ONLY ***

SIGNATURE OF APPLICANT: _____ DATE: _____

Print Name: _____

Office Use Only

Received by STAFF: _____ Mail: _____ Fax: _____ Walk In: _____ App Entered By: _____

Fees Due: \$ _____ Payment Received By: _____ Entered By: _____

PAYMENT TYPE: [] MONEY ORDER / [] CHECK # _____ Credit Card Payment by [] Phone / [] Walk In
[] VISA or [] MASTERCARD [] DISCOVER ~ APPROVAL # _____

Customer Care Copy

1. All requests for use and/or rental of this facility require submission of the application mailed or hand delivered to the address above.
2. Requests will be approved based on the application date (1st come, 1st serve) and approval by the Recreation Office, **NOT from verbal requests.**
3. A copy of the approved rental permit will be sent to you upon completion by Recreation staff, unless further details or clarification are necessary. You must have your copy of the approved permit with you at the time of your event in case proof of reservation is requested.
4. If you wish to hold a special event i.e. music festival/ benefit concert/ or any event that will have more than 100 people in attendance; staff has final say in whether your event will be deemed a special event. If a special event, please see staff for fees and proper paperwork.
5. Tables/chairs are not to be removed from building. Staff does not set up for any event; set up/ break down is up to renter. All tables and chairs must be put back according to directions given by staff.
6. Trash from building must be disposed of properly, removed from the building and taken to the nearest dumpster and you must provide your own trash liners when using these facilities. Do not leave overflow trash sitting next to trash receptacles. You are responsible for sweeping and mopping as needed after your rental to ensure the venue is in the same order as prior to your rental. This includes parking lot, grounds, hall, restrooms and kitchen.
7. All rental fees/balances must be paid 14 days prior to event. Checks for the balance of rental fees will be deposited immediately. **Rental fees are not refundable.**
8. **Security deposit of \$300.00 in a Money Order must be paid the week of rental in order to obtain entry code. Security deposit will be refunded after inspection of facility is completed.**
9. No smoking is allowed in county buildings, portables, concession facilities, press boxes or restrooms by order of the Hernando County Board of County Commissioners.
10. Applicant accepts the premises as is and agrees to hold Hernando County, its agents and employees harmless for any and all acts and/or omissions and accepts sole responsibility for usage of the facilities.
11. If you have any issues during rental hours, please call the On Call staff at (352) 650-1334

Welcome to the Lake House

We hope your event is a wonderful success. Below is some information to aid in your event planning and to ensure return of your security deposit.

- Maximum Capacity is 100 guests.
- No Alcohol permitted on the premises.
- Wi-Fi information is located on the freezer door in the kitchen.
- 100 folding chairs and 68 wood banquet chairs available for use inside the building.
- Tables for use inside the building:
 - (23) 60-inch round tables
 - (4) 6ft rectangle tables
 - (10) 8ft rectangle table
- Kitchen available including:
 - Stove/Oven for warming only.
 - Refrigerator
 - Microwave
 - Ice Machine
 - (4) trash cans (trash bags provided)
 - Coffee maker
- Main hall interior dimensions are 35'x55'. Bridal/Bonus room is additional space.
- Tables and chairs must be returned to the storage room as indicated on the facility map. Please be sure not to block the exit.
- All trash must be taken out to the dumpster. Trash cans to be returned to the original location inside the building.
- Kitchen counters wiped down and any items used must be cleaned and returned to the original location.
- Sweep all floors. Swiffer mop provided in the facility to be used to spot clean floors as needed.
- Be sure outside grounds are clear of trash and belongings.
- Before leaving, return air conditioner temperature setting to 78 degrees.
- On-call number is 352-650-1334 for any facility issues.
- Rental times available can range from 9am-10pm. One hour prior to and after your event is allowed for set-up/clean-up. For Saturday events, there is an option for Friday evening setup for \$150.00 if that date is also available.
- No tape, glue or attachments of any type are allowed on the walls.
- Please do not have any flammable sources next to walls or ceiling.
- **ALL DOORS ARE TO BE SECURED AND LOCKED BEFORE LEAVING.**
- To secure your rental we would need the completed Lake House application along with a non-refundable rental deposit equal to 50% of your total rental fee. The remaining balance will be required no later than two weeks prior to your rental. A refundable security deposit in the amount of \$300.00 in the form of a blank money order will be required the business day prior to the rental in order to issue the door code to you.

Renter/Designee

Signature_____Date_____

8/23/24