



Lakewood Ranch Town Hall Reservation Form
 Reservation Hours
 7:00 AM – 11:00 PM

Please check if you are reserving for:

Governance Meeting

Clubs/Groups

Private/Business Event

Date of Function: _____ Start Time: _____ End Time: _____

Type of Function: _____

Day of the Week: _____ Number Attending: _____

Name: _____ Address: _____

Telephone: (____) _____ - _____ Fax Number: (____) _____ - _____

Room(s) to be Reserved: Salon A Salon B Salon C Board Room

Set-up Required: _____ (\$35 per salon)
 Yes No

If yes, please check box.

- | | | |
|---|---|----------|
| <input type="checkbox"/> Meeting with Head Table | <input type="checkbox"/> Meeting with NO Head Table | |
| <input type="checkbox"/> Banquet with Head Table | <input type="checkbox"/> Banquet with NO Head Table | |
| <input type="checkbox"/> Card Tables | <input type="checkbox"/> Audio Visual Equipment | \$ _____ |
| <input type="checkbox"/> Seminar with tables and chairs | | _____ |

Cleaning/Damage Deposit: \$ _____
**Deposit un-refundable at the discretion of the Facility Superintendent upon inspection of the room.*

Date Received: _____

Set-up Charge: (\$35 per salon) \$ _____

Alcoholic Beverages at the event _____
 *Yes No

Room Rental Fee: \$ _____

Prorated Additional Hours: \$ _____

Proof of Insurance: _____
 Date

Subtotal: \$ _____

6.8% Sales Tax: \$ _____

Total Amount Due: \$ _____

**If yes, event liability insurance is needed. If an event is catered, the caterer can provide us with proof of liability insurance. If not, we can provide insurance through our insurance agent. The cost is a minimum of \$400.00. Please request the necessary paperwork to obtain this coverage.*

Received: \$ _____	Received: \$ _____
Date: _____	Date: _____
Staff Initials: _____	Staff Initials: _____
Balance: \$ _____	Balance: \$ _____

50% Deposit based on the Amount Due at the time of reservation.
PAYMENT IN FULL DUE 30 DAYS PRIOR TO EVENT.
 100% refundable up to 30 days before event. 50% refundable within 30 days of event.

MAKE CHECKS PAYABLE TO LAKEWOOD RANCH IDA (INTER-DISTRICT AUTHORITY)

I have authority to sign on behalf of the foregoing person or group and have read and understand Lakewood Ranch Town Hall Usage Policy and the Club Handbook, if applicable. By signing the foregoing, the person or group agrees to abide by all its terms.

_____ Print Name _____ Signature of Person Responsible for Room _____ Date

TOWN HALL RESERVATION, RULES & USAGE POLICY

Salons, Board Room & Kitchen

Governance Meetings

- No Usage Fee or Cleaning/Damage Deposit required.

Lakewood Ranch Resident Clubs and Organizations

- Lakewood Ranch Resident Clubs and Organizations must meet **all** of the following criteria:
 1. At least 70% of the members of the group or organization must consist of residents of Lakewood Ranch I (Districts 1, 2, 4, 5 & 6).
 2. The group or organization must be strictly not-for-profit.
 3. The group or organization must have a chairperson who is a Lakewood Ranch I resident.
 4. Membership in the group or organization must be open to all residents of Lakewood Ranch I.
 5. Groups that meet on a regular basis throughout the year, can book their reservations for an entire year.

Lakewood Ranch Resident Clubs and Organizations may schedule one meeting per week, in one or more Salons or the Board Room. *Any additional meetings are subject to availability at the sole discretion of the IDA Executive Director or his or her appointee.*

- Groups that meet regularly and do not use kitchen or serve food
 - ❖ No Usage Fee or Cleaning/Damage Deposit required
- Groups that meet regularly with food and/or use of kitchen
 - ❖ No Usage Fee required
 - ❖ A one-time \$100.00 cleaning/damage deposit required and retained as long as group uses the Town Hall facility
- Lakewood Ranch neighborhood socials
 - ❖ No Usage Fee required
 - ❖ \$100.00 cleaning/damage deposit required and refundable after social event, if not used.

Lakewood Ranch Resident Private Functions

- See Town Hall Salon & Board Room Fees
- Cleaning/damage refundable deposit required:
 - ❖ \$200 for Board Room or 1 Salon
 - ❖ \$400 for 2 Salons
 - ❖ \$600 for 3 Salons

Commercial for Profit and Non-Lakewood Ranch Sponsored Functions

- See Town Hall Salon & Board Room Fees
- Cleaning/damage refundable deposit required:
 - ❖ \$200 for board room or 1 salon
 - ❖ \$400 for 2 salons
 - ❖ \$600 for 3 salons
- The IDA may retain any portion of the deposit necessary to clean or repair facilities after use by any group and may invoice for any expense in excess of the deposit. Such invoice shall be paid within thirty (30) days of receipt. Failure to pay will result in suspension of facility use until paid. Town Hall will be closed the Friday after Thanksgiving and on all other IDA designated holidays.

Cancellation Fees

In the event of a meeting cancellation, please notify Town Hall at (941) 907-0202. Please provide cancellation notice a minimum of 72 hours prior to the meeting; a one week notice would be preferred. The cancellation fee is based on the cost of providing room set-up and after-hours security.

- A warning will be issued for the first failure to notify Town Hall of a cancellation within 72 hours.
- Failure to notify Town Hall of two (2) cancellations will result in a **non-notification fee** of \$50.00, to be paid prior to future use of meeting space.
- Failure to notify Town Hall of three (3) cancellations will result in a **non-notification fee** of \$50.00, to be paid prior to future use of meeting space, and loss of privileges for three (3) consecutive months.

TOWN HALL RESERVATION, RULES & USAGE POLICY

Salons, Board Room & Kitchen

Additional Fees

1. A \$35.00 per hour On Call Fee will be charged if staff is required to go to Town Hall outside of normal operating hours to address an issue created by the user of the facility.
2. Set Up and Breakdown Fee (tables and chairs set up and taken down by staff) \$35.00 per Salon, applicable only to non-club events.
3. See Equipment List & Fee Structure for a list of additional fees, including Audio-Visual Set Up and Breakdown Fee.

Reservation Notes

- Reservation Hours are 7:00 AM – 11:00 PM
- Reservations for weekdays may not be made beyond the current calendar year.
- Reservations for weekends may be made up to twelve (12) months in advance.
- Groups that meet on a regular basis can book for the entire year.

All groups are responsible for any damage to the facilities or to the equipment during use of the facilities and assume the following responsibilities:

- The facility should be left in the same condition as when first used.
- All participants are limited to areas of the facility that they have reserved. **Tables or obstacles must not be placed in the hallways or lobby area per current Fire Codes.**
- Please ***be sure to clean the salons, board room and kitchen*** when you are finished. All tables and chairs need to be placed in their original location. Tabletops are to be wiped down.
- **Kitchen use:** The kitchen was designed to be a **WARMING KITCHEN ONLY**. The electrical source is not adequate to allow cooking. The use of cookers is strictly prohibited in this facility.
- The kitchen should be left tidy and all trash removed. Trash bags are located under the sink and a trash bin is located outside the kitchen door on the side of the building. A dumpster is located in the parking lot.
- All garbage must be disposed of in trash bags. No garbage is to be thrown in receptacles without being in a bag. Vacuuming and/or mopping of the kitchen floor is required. The vacuum and other supplies can be found in the Library closet for your use.
- The coffee maker, microwave, refrigerator, coffee urns, caddies and water pitchers ***may be used***, but must be cleaned and/or wiped down before you leave. Countertops must be wiped down.
- **All doors to the outside must be kept closed.**
- All room lights and AV equipment should be turned **off**. The lobby lights should be left on.
- **Alcohol is only permitted** for events where a special liability insurance policy is in effect for the event and on file at Town Hall. Otherwise **alcohol is strictly prohibited** on the premises. A copy of liability insurance, naming CDD2 as "Additional Insured" in the amount of no less than \$1 million, must be provided to Town Hall at least fourteen (14) days prior to the event.
- All reservations must have a primary contact. Please do not arrive more than five (5) minutes before the start of your scheduled time slot. Reservation hours are 7:00 am to 11:00 pm.
- **SMOKING IS PROHIBITED INSIDE TOWN HALL AND OUTSIDE THE FRONT AND SIDE ENTRANCES TO TOWN HALL.**
- IDA reserves the right to substitute reserved salons as necessary.

Lakewood Ranch Town Hall should be a safe and clean facility for the community to use. Any group conducting illegal activity in the facilities, or which is determined by the IDA staff or security service, to be unreasonably loud or disruptive, will be required to immediately exit the facilities. Repeated failure to abide by the rules may result in being suspended or permanently prohibited from using the facilities in the future.

Thank you for helping us to care for your Town Hall facilities.

I have authority to sign on behalf of the foregoing person or group and I have read and understand the Town Hall Reservation, Rules & Usage Policy. By signing the foregoing, the person or group agrees to abide by all its terms.

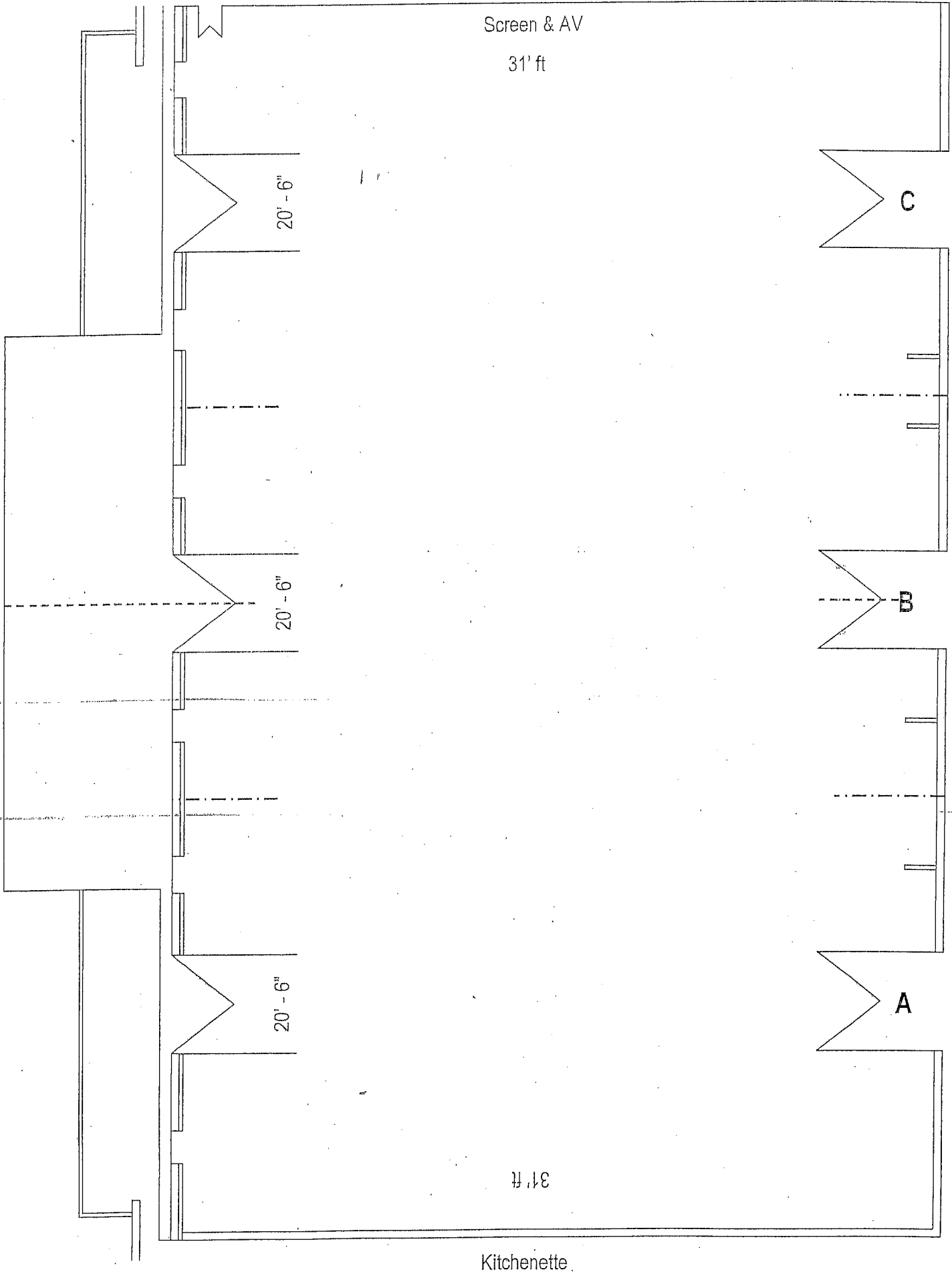
Signature of Person Responsible for the Room

Date

Salon Floor Plan

I hereby acknowledge that I have had an opportunity to perform a walk through inspection of the salon, including the carpet conditions. By my signature, I am stating that the conditions are acceptable and any pre-existing conditions, if any, have been noted. I am also aware that a final inspection of the salon and carpet will be held at the conclusion of my scheduled event.

Signature: _____



Date of Event: _____

Today's Date: _____

Name: _____



Lakewood Ranch
The Nature of Florida Living

Town Hall
Special Event Walkthrough Check List

Name: _____

Event: _____

Date of Event: _____

<i>Ck'd</i>	<i>Special Event Walkthrough Check List</i>	<i>Facility Superintendent Follow Up Checklist</i>
	<i>Facility Lights</i>	
	<i>Automatic Front Door</i>	
	<i>Carpet Inspection</i>	
	<i>Trash Disposal</i>	
	<i>Unloading Procedures</i>	
	<i>Explain Warming Kitchen</i>	
	<i>Coffee Makers & Water Pitchers Available</i>	
	<i>Restrooms</i>	
	<i>Vacuum Location</i>	
	<i>Alcohol Rules</i>	
	<i>Clean Up</i>	
	<i>Rules & Regulations</i>	
	<i>Event Layout</i>	
	<i>Podium & Microphones</i>	
	<i>Fire Extinguishers</i>	
	<i>Patio Doors</i>	
	<i>Other AV Needs:</i>	

Signature

Facility Superintendent Signature

Date

Date



Lakewood Ranch
The Nature of Florida Living

Town Hall
Equipment List & Fee Structure

<i>Quantity</i>	<i>Type of Equipment</i>	<i>Fee</i>
1	Salon "C" Only LCD Projection System with DVD Players & VCR	\$100.00
1	Laser Pointer	\$10.00
6	Standard Microphones	\$40.00 each
1	Wireless Microphone	\$40.00
1	Lapel Microphone	\$40.00
2	Podiums	\$15.00 each
4	Easels	\$15.00 each
13	Round Tables (60") Seats 8 comfortably 30" to floor	N/A
20	Rectangular Tables (30" wide x 72" long) Seats 3 on each side 28" to floor	N/A
12	Card Tables	N/A
200	Chairs	N/A
30	Folding Chairs	N/A
1	Punch Bowl & 12 Cups	N/A

❖ *HIGH SPEED INTERNET ACCESS (RGB CABLE/USB CONNECTION)*

Screen Size: 92" wide x 71" high

Town Hall Fee Structure

Half Day = 4 Hours Maximum, Full Day = 8 Hours Maximum

Extra hours will be prorated by hour

Deposit Information

Board Room or 1 Salon - \$200, 2 Salons - \$400, 3 Salons - \$600

Miscellaneous Fees

Set up and Breakdown Fee \$35.00 per salon

\$35.00 per hour On Call Fee

\$50.00 Non-Notification (Cancellation) Fee

Board Room

		Resident Private Social Events		Non-Profit and Lakewood Ranch Businesses		Non-Lakewood Ranch Residents or Businesses	
		Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
Board Room	Seating Capacity = 10	\$195	\$130	\$235	\$160	\$350	\$225

Lecture Configuration

Chairs Only

		Resident Private Social Events		Non-Profit and Lakewood Ranch Businesses		Non-Lakewood Ranch Residents or Businesses	
		Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
1 Salon	Maximum Capacity = 50	\$255	\$170	\$305	\$205	\$455	\$290
2 Salons	Maximum Capacity = 130	\$385	\$255	\$475	\$320	\$690	\$465
3 Salons	Maximum Capacity = 200	\$585	\$370	\$825	\$470	\$1,070	\$700

Banquet Configuration

(5) Round Tables

		Resident Private Social Events		Non-Profit and Lakewood Ranch Businesses		Non-Lakewood Ranch Residents or Businesses	
		Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
1 Salon	Maximum Capacity = 44	\$255	\$170	\$305	\$205	\$455	\$290
2 Salons	Maximum Capacity = 88	\$385	\$255	\$475	\$320	\$690	\$465
3 Salons	Maximum Capacity = 132	\$585	\$370	\$825	\$470	\$1,070	\$700

Seminar Configuration

(8) Rectangle Tables

		Resident Private Social Events		Non-Profit and Lakewood Ranch Businesses		Non-Lakewood Ranch Residents or Businesses	
		Full Day	Half Day	Full Day	Half Day	Full Day	Half Day
1 Salon	Maximum Capacity = 32	\$255	\$170	\$305	\$205	\$455	\$290
2 Salons	Maximum Capacity = 64	\$385	\$255	\$475	\$320	\$690	\$465
3 Salons	Maximum Capacity = 96	\$585	\$370	\$825	\$470	\$1,070	\$700

*Note: Lakewood Ranch businesses are those within CDDs 1, 2, 4, 5 & 6
Subject to change at any time without notice by the Inter-District Authority*