

## Lakeside Lodge Information

### **License Guidelines:**

- Pursuant to the Union County Code of Ordinances Section 30-44: Alcoholic beverages are prohibited on park property; any person who violates any provision of this ordinance shall be guilty of a misdemeanor.
- Music must be kept at a level as not to disturb other customers.
- Place all trash in receptacles.
- Children must be supervised at all times.
- If you plan to bring a pull-behind cooker, you must notify the Park Operations Manager during the pre-license meeting.
- Tobacco Use is prohibited inside the facility.
- This License Agreement must be signed by a responsible party 18 years of age or older. That person will be responsible for the facility during the license time and will also be responsible for all guests.
- A certificate of insurance may be required for special activity equipment. Contact the Park Operations Manager to determine if the certificate is required.
- All motorized vehicles, cars, trucks, motorcycles, recreational vehicles and bicycles shall be confined to designated roads and parking areas. No person shall operate a vehicle on any path, trail, service road or in any other area of the Park not designated or customarily used for that purpose.
- Maximum capacity- Facility can accommodate up to 99 people per fire code. Any abuse of this rule will result in suspension of the license and forfeiture of the license fee.
- Set-up and breakdown time must be included in the license time requested. Individuals will not be allowed to access the facility before or after the time stipulated on this License Agreement. Additional fees will be charged to individuals who stay past the stipulated time.

### **Decoration Rules:**

- No open flames, including candles and incense. (Sterno food warmers are allowed.)
- No decorations will be allowed to be affixed to walls, doors, or ceilings. No tacks, nails, tape, or glue may be used on tables or chairs.
- No glitter (or items containing glitter), confetti, bubbles, sand, rice, bird seed, chalk, or silly string will be allowed inside or outside of the building.

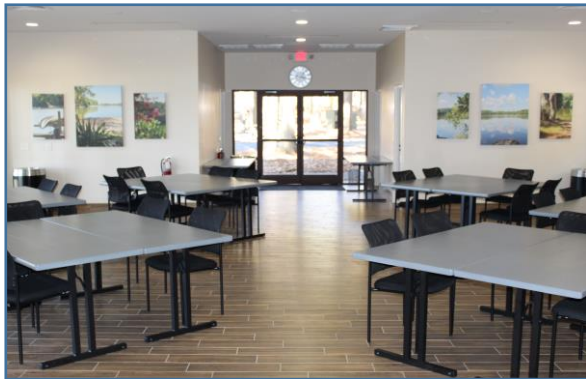
### **After Your Event:**

- The Parks Operation Manager or his designee will come by 15 minutes before the end of your reservation.
- When you are finished cleaning and sweeping, please alert the Parks Operation Manager. They will do a final walkthrough of the room with you to ensure that decorations, trash, and food have been properly disposed of. This is also a time when staff can point out if anything still needs to be cleaned in order to get your full deposit amount refunded. You are not responsible for folding or stacking chairs and tables.

- If you leave without doing a walkthrough and/or signing the statement below, you are giving Union County Parks and Recreation staff 100% authority to evaluate the room and decide whether it is clean/undamaged enough to warrant a full deposit refund.

**Refund Policy:**

- Up to one month prior to event: 100% refund of license fees collected
- Within one month of event to seven days prior: 75% refund of license fees collected
- 7 Days prior to the week of Event: **NO REFUNDS**



**Lakeside Lodge**  
**Fee Schedule**

**Hours of Operation**

The meeting facility will be available for rent 7 days a week during the following time blocks:

- 4-Hour Minimum Rental - Check in/out time determined by guest
- 8-Hour Rental – Check-in/out time determined by guest
- One rental per day scheduled on a first come first request by guest
- Latest check-out will be 9:00 p.m.

**Fee Schedule**  
**Organizations, businesses and/or individuals**

Four Hour Block	\$200.00
Eight Hour Block	\$400.00

**Damage deposit** will be \$100.00. Deposits are required from all organizations and are due at the time of the reservation. Deposits are refundable after the events.

**Additional hour requests** will be \$60.00 per hour

**No charge** for Union County Government Agencies/Departments

**25% discount** will be applied for Union County residents.

Revised 11/18/2019

