



Lake Entiat Estates

Community Property Rental Application & Rules

Please read the following information carefully and return a signed copy to the Association office at least 2 weeks prior to your event. Initial the bottom of each page certifying that you have read, understand and agree to comply with these rules. The Association Covenants prohibit exclusive use for any private event on or in any Association common areas (including the Clubhouse). All common property must be available at all times to all members in good standing. In consideration of permission to use the Lake Entiat Estates (LEE) common area, the undersigned applicant agrees as follows:

1. Lake Entiat Estates members in good standing, is current on dues and assessments, and is in full compliance with the association by-laws, governing documents and rules and regulations of the community, have the right and privilege to reserve and rent the Clubhouse and the common areas. The member making the reservation must submit this Application, signed and each page initialed and the reservation fee and deposit. The Person signing the application "The Permitted" must be present at all times during the event. The permitted is liable for all damages and obnoxious or disruptive behavior occurrences detrimental to the association resulting from their permitted event.
2. For events with 15+ guests (that are not Association members) you will be required to provide a certificate of liability insurance naming **Lake Entiat Lodge Associated** (Association legal name) as an "ADDITIONAL NAMED INSURED" in the amount of \$1,000,000. The physical address should be listed as: 101 Lakefront Drive, Orondo, WA 98843.
3. If alcohol will be served, you are required to provide a Banquet Permit which are available online for a nominal fee. You and your guests must abide by the laws of the State of Washington as they relate to the serving and consumption of all alcoholic beverages. Alcohol abuse and underage drinking will result in immediate notification of the police.
4. Reservations will be on a "first-come, first-served" basis and are not available for reservation during Memorial & Labor Day weekends or anytime during the 4th of July holiday.
5. VENUES – Outdoor Venues are limited to one per month on a first come first serve basis during June, July & August. Larger (51+) venues that will have music may take place in the area between the middle and upper river lagoon. This means you will be required to bring in a generator for electricity as well as 1 Santi-Can for every 100 people in attendance. The clubhouse will not be accessible for your guests to use the restrooms. Large (30+) indoor events will NOT be approved in the clubhouse between the second week of June and the second week of September.

The swimming pool and all decks are strictly "Off Limits" to all guests of a private function unless notified in advance. The pool cannot be reserved for exclusive use and is closed at 11:00 PM.

6. HOURS - Events in the clubhouse or within the common areas may be held between the hours of 9 a.m. through 10 p.m. Sunday through Thursday and 9 a.m. through 11 p.m. on Friday and Saturday. Outdoor events may be

held until 10:00 p.m. Rental hours of use may be extended from time to time past the normal closing hours for special events and holidays such as New Year's Eve, this will be performed on a one time one event basis and at the whim and discretion of the presiding board of directors and the property manager.

7. No smoking or vaping is allowed within the Clubhouse and on all pool decks. YOU are responsible for removing any litter that may be left behind after the event, including matches and 'butts.'
8. To protect the safety and security of all Association Members and property, the permit holder will obtain advance written approval before using items in an event and function space that could create noise, noxious odors or hazardous effects (e.g., loud music, smoke or fog machines, dry ice, candles, or incense) and before engaging in any activities outside of the reserved area. The sound of music and other entertainment shall be maintained at a level that will not cause a disturbance to homes in the vicinity of the Clubhouse or Event Site.
9. A copy of the event invitation or details provided to guests must be supplied to the Association office for information verification.
10. Abuse of the facilities by any homeowner or guest will result in the loss of privileges and damage deposit. Please have someone dedicated to supervise children at all times.
11. Decorating for events shall occur on the day of the event. ***Watering schedules will not be changed to accommodate decorating the day before an outdoor event.***
12. PARKING – all vehicles must be properly parked in the parking lots provided (not in private drives) with temporary parking permit clearly visible. Any vehicle improperly parked or without a permit may be impounded and/or towed at the owner's expense. It shall be the responsibility of the community member reserving the area to inform his/her guests where to park. (Clubhouse: downriver from tennis courts. Gazebo: downriver from the poplar trees). Ten (10) event parking passes will be provided to you for your guests (only to be used for the hours of the event). You must ensure that your vendors and guests do not park on the boat launch road. If they must park on the grass to unload, they must correspond with a Manager prior to event.
13. FEE SCHEDULE: A fee will be charged for all events causing staff overtime is at a rate of \$40/hour.
All fees, including the security/cleaning deposit must be submitted with this application.
 - a. \$300.00 security/cleaning deposit, which will be refunded within 14 days of the event, providing the premises are left in good condition and repair, and there is no damage or breakage.
 - b. Failure to clean all areas used will result in third party cleaning fees and will be charged against the security/cleaning deposit.
14. Applicant will clean the all areas used immediately after use. Applicant understands that cleanup on the day following is not permitted and agrees to follow the clean-up instructions.
15. A staff member will be available during the entire event for questions or assistance. The number to reach the staff member will be posted on the bulletin board.

EQUIPMENT USE & RENTAL FEE

Indoor events:

The tables and chairs are available for your use when renting the clubhouse free of charge.

Seating capacity: Round Table Seating: 60 Cocktail Seating: 90

Outdoor events:

Picnic tables may be used free of charge. Please return them to the position in which you found them.

If you would like to utilize the tables and chairs for an outdoor event on community property, please see fees charged for each item below. You are responsible for delivery to the site and ensuring the tables and chairs are cleaned and put back in their original position in the clubhouse after your event. The storage closet is opposite pool access door.

Current table & chair count

Item	Quantity	<u>Outdoor Event</u> Rental Charge	# Requested	Cost
48" Round tables (seats 6)	10*	\$5.00 each *8 available for outdoor rental		\$
White folding chairs	60*	\$2.00 each *48 available for outdoor rental		\$
6' Banquet Tables (30"x 72")	5	\$4.00 each		\$
8 Quart Chaffing Dishes	3	\$10.00 each		\$
			Total	\$

**At least 2 tables and 12 chairs must be left in the clubhouse for members' use.*

Equipment damage fees:

\$100.00 fee for replacement of table due to damage; \$25.00 fee for replacement due to damage to chair.

MEMBER TO COMPLETE:

Event Type and Title:			Date:
# of Attendees	Setup Hours	Event Hours	Area to be Used
			<input type="checkbox"/> Great Room <input type="checkbox"/> Kitchen Area <input type="checkbox"/> Gazebo <input type="checkbox"/> Other: _____

I, the Lake Entiat Lodge Associated member, acknowledge that I have read the Rental Rules and Regulations and understand that I will be held solely responsible for any damages that may occur to the clubhouse, gazebo, furniture or equipment. **I understand that a reservation does not mean exclusive use to the common areas.**

Homeowner Name: _____ Signature: _____

Sun Cove Address: _____ Contact #: _____

Submit application to: Lake Entiat Estates, 250 W. Beach Drive, Orondo, WA 98843

admin@suncove.net

Physical office address is 255 W. Beach Drive

STAFF TO COMPLETE:

- *Fee for after-hours event: \$40 x ____ = \$ _____
- *\$300.00 Security/Cleaning deposit included (separate check from fee above please!)
- *Equipment Rental Fee Included \$ _____ (only if used outdoors)
- Copy of Insurance Liability Certificate (20+ guests) Date Provided: _____
- Copy of Banquet Permit (alcohol served) Date Provided: _____

**Check or money order only*

Approved Rejected

LELA Board Representative: _____ Date: _____

Notes:

Member Event Clean-Up Checklist

All areas:

- Clean all tables & chairs
- Clean debris from surrounding common grounds

Clubhouse only:

- Clean sink, counters and appliances (if utilized) inside and outside
- Vacuum carpeted areas (Key to storage closet will be provided to you)
- Sweep and/or mop floors as needed
(supplies are located in the storage room outside Women's restroom/fireplace side)
- Return all furnishings to their original place
(Please see diagram on back of storage area door)
- Remove all waste and food from areas used for your event
- All decorations must be removed
- All trash must be taken to the trash compacter and/or recycle bins

Notes to Board or staff:

Name: _____

Date: _____

Please return this form to the Association office at 255 W Beach Dr. (Place in drop box outside the office if after hours). Staff will assess the rental site within 24 hours and if you don't hear from us, we will shred your damage deposit check or money order.