



1 Glade Drive, Long Pond, PA 18334  
Community Center Phone: (570) 646-8118 Fax: (570) 643-3393

Member/Associate Name \_\_\_\_\_

Lot # \_\_\_\_\_

Pool  Yes  No

Bar  Yes  No

Food  Yes  No

Entertainment  Yes  No Type \_\_\_\_\_

Party Date: \_\_\_\_\_

Day of the week \_\_\_\_\_

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

Type of event \_\_\_\_\_

Approx. # of people \_\_\_\_\_

Fees, Terms and conditions for rental of the Community Center are as follows:

1. **Fee for the rental of the Bingo/Event room** is \$150.00 for 3 hours (\$30.00 each additional hour) however, there is a \$200.00 deposit required (\$50.00 will be returned provided the room is properly cleaned and no damages are sustained). The Bingo/Event room is the only room that is actually rented; party attendees may use other areas of the center only if such use does not interfere with the normal operation of said areas. Use of said areas by other members and attendees agree to be subject to and abide by all rules & regulations applicable to center usage. To utilize both the Bingo Room and the Lounge there will be a required deposit of \$400.00 for 3 hours. (\$50.00 will be returned provided the rooms are properly cleaned and no damages are sustained).
2. **Fee for pool usage** is \$35.00 for up to 3 hours of use. (Additional hours are at the rate of \$15.00 each additional hour). **Please note: the pool will be available to other community members during normal Community Center hours and in the event inclement weather closes our outdoor facilities.**
3. **Room Payment:** Full payment is required 30 days prior to the party. If request is made less than 30 days in advance, payment is due within 5 days of request or no later than 1 week before the event, whichever is earlier.
4. **Refund Policy: If cancellation is necessary, the following will apply:**
  - a. **Cancellation more than 3 weeks prior to the event – full refund**
  - b. **Cancellation less than 3 weeks prior to the event – 50% refund**
  - c. **Cancellation less than 1 week prior to the event – 25% refund**
5. **Food service contract** requires a non-refundable 50% deposit at least 1 week before the event. The balance is due the day of the event before the renter departs the building.
6. The center's liability for cancellation of the event due to circumstances beyond its control [i.e. power failure, bad weather, etc.] will be limited to rescheduling the event at another date with all other terms & conditions remaining as stated in the contract for the date that had to be cancelled.
7. Only members and associate members in good standing may rent the facility.

8. The member/associate member renting the facility is financially responsible for any damages that the actions or inactions of their guests may cause.
9. Members/associate members renting the room may bring a store bought cake to the celebration. Those that choose to not order from the catering menu are subject to a plating charge of \$5.00 per guest. We do encourage and stand by our menu. All alcoholic beverages must be purchased from the community center's bar (a catering menu is available)
10. The Association reserves the right to refuse the rental of the facility.
11. Signed Waiver (attached) to rent the Center & proof of insurance required.
12. A copy of the Community Center Rules & Regulations (pages 8 – 12 have been provided to member to review and conduct themselves and their members accordingly).
13. Set up, arrangement, and breakdown of tables and chairs is the member's responsibility. (This can be done no sooner than one day prior to the event provided there are no other community activities or parties scheduled that would conflict).
14. Use of Center kitchen is not permitted by members.

**WAIVER**

**I, \_\_\_\_\_, a member in good standing of ELA, Inc., hereby waive any and all claims against and toward the Emerald Lakes Association for any injuries that may come as a result of using the Community Center. I realize I am personally responsible for any and all activities that happen during the scheduled time period and the claims of either Bodily Injury or Property Damage that may result from the aforementioned activities. I am requesting to use the ELA Community Center, which is listed above. I will submit proof of General Liability insurance from my Homeowner's Policy or other policy which provides such coverage. I agree to all Fees, Terms and Conditions stated above.**

**Signature of Lot Owner: \_\_\_\_\_ Date: \_\_\_\_\_**

			<b>Total</b>	<b>Deposit Rec'd/Date</b>	<b>Balance Due/Due By</b>	<b>Balance Rec'd/Date</b>
<b>Room</b>	<b>3 hrs @ \$150</b>	<b>_____ hrs @ \$30</b>				
<b>Pool</b>	<b>3 hrs @ \$35</b>	<b>_____ hrs @ \$15</b>				
<b>Food</b>	<b>Food Contract</b>	<b>See Attached</b>				
		<b>Total Contract</b>				

**O.K. to Refund \$50.00 for Room Use \_\_\_\_\_  
Signed (Ryan Culverson) \_\_\_\_\_ Date \_\_\_\_\_**