



Please read and sign this prior to your event at Lacamas Lake Lodge!

Rules about decorating and equipment at Lacamas Lake Lodge:

- Renter's will be given a cleaning checklist that includes all of the responsibilities required to get their cleaning/damage deposit refunded back to them.
- Storage is not available before or after your event or outside of your contracted rental time. This includes for beverages, floral arrangements, equipment, vendors, etc.
- Renters are responsible for the set-up and removal of all decorations. The use of nails, tacks, pins, staples and command strips is strictly prohibited. Painter's tape may be used if materials need to be adhered to the walls.
- The burning of candles or the use of any open flame is strictly prohibited.
- The following items are prohibited during your event as they can cause damages to our property:
 - Rice, Bird Seed, Glitter
 - Confetti (paper, plastic, or metal)
 - Rose Petals (indoors)
 - Hay, Sand
 - Aerosol Streamers (Silly String)
 - Helium balloons
 - Bounce Houses
 - Fireworks
- Only those facilities or equipment specifically designated on the approved application are to be used.
- The user shall be responsible for the removal of all personal and rented property by the end of the contracted rental time.
- It is the responsibility of the rental client to make sure that all of the rules regarding decorating and equipment are adhered to. If the rental client will not be on site for

the entire duration of the rental time, they must designate another person to oversee the event in their absence.

Services provided include:

- A facility Monitor will be on duty in the facility during the entirety of your rental. The Monitor will be available to open the facility, answer questions, and check-in periodically with the person in charge of the event. The services of the Facility Monitor are not available for decorating, waiting tables, serving, running technology, performing your portion of the clean-up, etc.
- Tables and chairs are included with the facility rental. It is the responsibility of the rental client to set them up and take them down by the end of the contracted rental time.
- A warming kitchen is included with the rental of the Main Hall and includes a microwave, two ovens, a dishwasher, one commercial refrigerator and one commercial freezer. The top temperature to use the oven is at 180 degrees.
- The facility will not be open earlier than the rental start time for you, your caterers, DJ, decorators, etc. Time for all of your preparation must be included in your rental hours. Vendors and/or members of your group will not be allowed access to the building outside of your contracted rental time.
- Rehearsal time and space is not included with a facility rental and availability is not guaranteed. If requested, renting a facility for a rehearsal will be treated as a separate booking.
- If you have any questions about your responsibility for damages or clean-up, you may ask the Facility Monitor at the conclusion of your event. They will do a thorough walk-through at the end of your rental time to help assess a full refund of your damage deposit.

Please sign below to confirm that you have read and understand the information stated above. Failure to abide by these rules may result in a partial or full loss of your security deposit.

Print name: _____

Signature: _____ Date: _____