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**Event Rental Information**

**Rental of our facility includes:**

Please check off all that apply for your event.

* **Use of the Main Building**

🞏 Open Commons Area

🞏 Kitchen Use

🞏 Buffett Room

🞏 Bridal Suite (Wedding Package Only)

🞏 Outdoor covered pavilion

🞏 White Table Cloths

🞏 Outdoor hanging Cathedral Arch windows upon request

**Rental Fee Breakdown:**

**Shower/Party Rental Fee $550**

* Non-refundable deposit **$ 50**
* Facility Rental **$500**

1. hours before to set up, two hours of event, one hour take down)

* Refundable Cleaning/Damage Deposit **$150**
  + **$150** refundable deposit is required for excessive cleaning and/or damage to the facility.

(A check is required for this deposit.) *Note: If the $150 fee is not utilized the check will be returned to the renter.*

**Rental Extras**

* Each additional hour added to event (at time of booking) **$ 50**
* Outdoor Hanging Cathedral Arch Windows (5 available at $10 each) **$ 50 (max.)**

**Cancellation Policy & Fees**

All fees must be submitted to LAC no later than fifteen (15) days prior to the date of the event. Cancellations must be made, in writing, no less than seven (7) days prior to the event.

* Cancellations made less than seven (7) days prior to the event are subject to a **$200** cancellation fee for Showers/Parties
* Cancellations made less than seven (7) days prior to the event are subject to a **$400** cancellation fee for Weddings
* *For all Rentals, LAC retains the right to utilize the Cleaning/Damage deposit in the event of a late cancellation (less than seven (7) days) prior to the event.)*

Signature of Renter(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_