

Four Seasons Community Development

Long Lake Lodge Guest Application

A subsidiary of Barry-Wehmiller Group - parent organization of MarquipWardUnited

Name of Event: _____

Description of Event: _____

Date of Event: _____ Time (from/to): _____

Estimated number of adults: _____ Estimated number of children: _____

On-Site Event Contact: _____

Address: _____

(Please print)

Cell Phone: _____ Home/Business Phone: _____

Special Requirements: _____

Long Lake Lodge Guest Agreement

Thank you for selecting Long Lake Lodge for your activity. In order to provide a safe and clean atmosphere for your activity we ask that you follow the procedures listed below.

Failure to follow the procedures will revoke the privilege of reserving for future events.

This agreement shall include the Long Lake Lodge facility and all the surrounding property.

- The use of the Lodge shall run from 9:00 AM to 10:00 PM.
- Overnight stays are NOT permitted
- Pets are NOT permitted
- Do not remove any property from facility, including stemware, dishes, and food storage containers
- All personal property must be removed from the facility upon the 10 pm departure
- Maximum capacity of the property is 40 guests
- Parking for 22 vehicles is across the street; please do not park on the street.

PAYMENT SHALL BE MADE AS FOLLOWS:

A refundable deposit of \$100.00 shall be made at time of this agreement (Checks made out to Barry-Wehmiller Group). Deposit will be returned upon inspection of facility after activity to ensure there is no damage and the facility has been returned to its original state.

A utilization fee of \$50.00 made at the time of this agreement (Separate checks made out to Barry-Wehmiller Group).

DOORS:

A key to the Lodge front door will be provided for the day of use. Please secure all doors before leaving the Lodge and return the key to the key issuer within 48 hours.

INTERIOR:

Rearrangement of the tables and chairs is allowed as long as it is put back in same condition as found. No decorating of walls and ceilings, or pounding of nails, tacks, etc. is allowed.

LIGHTS/POWER/WATER/AV EQUIPMENT:

Lights in the building are on dimmer switches and need to be returned to the position found prior to leaving after the event. Any special power needs to be approved prior to the event. The projector and PA system is available upon request.

FOOD

Food and beverages will be provided by the Guests. You may use the microwave to reheat your food; however the stove, oven, refrigerator, sanitizer, and dishwasher should not be used. All cookware, plates, drink ware, dishes, eating and serving utensils, napkins are provided by the Guests. Wine and beer may be served, however hard liquor is prohibited within the Lodge or on the premises. Please drink responsibly.

TOBACCO POLICY

All Four Seasons property is tobacco free including the outdoor space.

OUTDOOR FIRE PIT/FIREPLACE

Wood is provided for the fire place/outdoor fire pit. Fires must be extinguished before leaving the property.

The fireplace inside the Long Lake Lodge may be used, but only after receiving training from a member of the Four Seasons team. If you desire to use the fireplace, please place a request for training.

DAMAGE to PROPERTY

Guests will pay the cost of repairing any and all injury or damage which may be done to the building or any fixtures, furniture, equipment, or furnishings thereof by any act of the Guests or any of the Guests' employees or agents or anyone visiting the Lodge upon the invitation of Guests,

including the patrons of the attraction or function which Guests are using the premises. The use of this property is limited to the event as stated in this contract.

CLEAN UP:

You may use the kitchen to clean your plates, dishes, utensils, etc. It is the responsibility of the Guest to clean up the property before the end of the day of use and left in condition found in order to receive the deposit back. Cleaning supplies will be provided along with a checklist to ensure all items are covered. Garbage cans can be found in the garage to store any garbage generated. A clean garbage can liner will be located underneath when you pull the bag out.

As part of this agreement, the Guests of Long Lake Lodge hereby fully releases and discharges Four Seasons Community Development, Corp., its servants, agents, employees, contractors or sub-contractors from any liability whatsoever in any way arising from any and all injuries, losses, and/or damages to person and/or property sustained or received on or about said Lodge during the term of this agreement. Additionally, the Guests agree to save harmless and indemnify the said property owner from any and all expenses arising because of any claim, which may hereafter be presented by anyone for loss or damage or personal injury as a result of use of the Lodge. Guests will pay the cost of repairing any and all injury or damage which may be done to the building or any fixtures, furniture, equipment, or furnishings thereof by any act of the Guests or any of the Guests' employees or agents or anyone visiting the Lodge upon the invitation of Guests, including the patrons of the attraction or function which Guests are using the premises. The use of this property is limited to the event as stated in this contract.

Agreed to this ____ day of ____, 20____ by the following parties:

By: _____

Print Full Name: _____

Address: _____

City/State/Zip: _____

Phone: _____

Email Address: _____

Nicole Kauranen
Guest Service Leader
Four Seasons Community Development, Corp.
165 Cty Hwy F
Phillips, WI 54555
Phone: 715-339-4687 ext. 868220
Cell: 715.820.0640
Nicole.Kauranen@barry-wehmiller.com

Approved: _____