



# ARROWHEAD LODGE RENTAL AGREEMENT

*To be filled out only by a member of Lake Wildwood Association, Inc.*

## REGULATIONS

1) Lodge availability is subject to cancellations by the Association due to unforeseen circumstances. A full refund would be made in the unlikely event this would occur. Please make sure you confirm your reservation one month, and also two weeks, prior to your event.

2) A member renting the lodge must provide a guest list to the guardhouse at least 48 hours prior to the event.

3) Review section H. (Lodge and Pavilion Regulations) of the Rules and Regulations (Redbook) booklet before your event date.

4) Other members and their guests have access to the lower facility area between Memorial Day weekend and Labor Day weekend.

5) All guests entering the Association to attend the function are guests of the lot owner renting the lodge, and subject to all guest regulations in the Rules and Regulations booklet.

6) The rental function must not invade the privacy of any lot owners. All activity must be contained within the lodge area.

## THE LODGE

### Features & Space

Included within the 3,600 sq. ft. facility are a fireplace, 640 sq. ft. stone floor area, and a 1,800 sq. ft. dance floor area. Outside decks and an adjacent patio, totaling 3,200 sq. ft., are also available for use in conjunction with the lodge rental.

It is generally agreed that 150 people is the approximate capacity for sit-down service and dancing.

### Location

Arrowhead Lodge is located just west of the main Gate on Clubhouse Drive, near beach 1. Parking is available in the lot in front of the lodge and all guests must adhere to the posted parking restrictions.

### Seating & Tables

The lodge has 6 square wooden tables (seating 24), 2 round metal tables (seating 8), and an easy-chair/couch seating arrangement in front of the fireplace (seating 17). Also available for use are 10 six-foot folding tables, 13 eight-foot folding tables, and white plastic chairs.

### Kitchen

A small kitchen area is available on the main floor of the lodge, providing a three-unit sink, preparation space, a refrigerator, and electrical outlets.

### Serving of Alcoholic Beverages

If alcoholic beverages are served, a certificate of insurance (liquor liability, naming Lake Wildwood Association) must be provided to the Association.

### Internet Availability

The lodge has WiFi (local wireless internet connection) available for use during rental times. There is no password required to connect.

## RESERVATION

- 1) Contact the Association Office in order to verify the date and time is available to rent.
  - Telephone: (309) 463-2047, ext. 1
  - Email: [jpattelli@lake-wildwood.com](mailto:jpattelli@lake-wildwood.com)
- 2) Upon confirmation of availability, fill out the rental agreement page (located on the reverse side of this page) and submit it alongside the rental fee and damage deposit of \$200.00 to the Association Office. The application and payment must be received in order to confirm the reservation.

**If alcoholic beverages are to be served at your event, you must also submit a certificate of liquor liability.**

- 3) Cancellations are subject to the cancellation policy listed to the left.
- 4) Following the event, the damage deposit will be returned only after a final inspection of the Lodge has been performed. This inspection will verify the condition of the Lodge is satisfactory and that no damages have incurred.

## RENTAL TYPES

### Full Day Rental

Cost: \$525.00 plus \$200.00 damage deposit.

Rental time: Noon until 1:00 a.m.

Usage: A full day rental is great for weddings, receptions, large family gatherings, or work party functions.

### 2-4 Hour Rental

Cost: \$40.00 per hour (max 4 hours) plus \$200.00 damage deposit.

Rental time: 2-4 hour period.

Usage: An hourly rental is great for small gatherings, card parties, birthday parties, and baby showers.

### Damage Deposits

The \$200.00 damage deposit is returned if the lodge is clean and no damage is done. If Lake Wildwood Association has to clean the lodge, a portion or all of the damage deposit will not be returned.

### Liquor Liability

If alcoholic beverages are to be served at your event, you must also submit a certificate of liquor liability.

### Lodge Set-up Prior to the Event

If additional set-up days are required prior to the event you will be required to submit an additional application with the hourly rental fee included. A second damage deposit of \$200.00 will not be required.

Contact the Association for details.

## LODGE RENTAL CONTRACT

Member Name: \_\_\_\_\_ Lot Number(s): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Rental Date: \_\_\_\_\_

### Rental Type

Full Day Rental (*Noon - 1:00 a.m.*)

Hourly Rental (*From: \_\_\_\_\_ To: \_\_\_\_\_*)

Type of Function: \_\_\_\_\_

The undersigned, for and in consideration of the use of the Arrowhead Lodge of the Lake Wildwood Association, Inc. for a private party to be held on the rental date listed below, agrees to indemnify the said Association and hold it harmless from any and all claims, costs, or causes of action that may arise or be made, for injury, death, loss or damage resulting to the employees or property of said Association, or to other persons of their property, by reason of or in consequence of the occupancy or use of the premises by the undersigned, including any claim that may result by virtue of the provision of Section 135 of Chapter 43 Illinois Revised Statutes or similar statute relating to actions for damages caused by intoxication.

The undersigned's activity will not invade the privacy of the surrounding lot owners. All activity will be contained within the Lodge area.

All regulations of the Association, including those relating to Lodge use (see Section H) and posted regulations will apply to this activity.

I understand that guests entering the Lake Wildwood Association premises to attend this function do so under my sponsorship and that I am responsible for their actions, per the entry procedures and guest regulations of the Association (see Section B).

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## CANCELLATION

### Full Refund

A full refund will be issued if notification of cancellation is given 60 days or more in advance.

### Partial Refund

A partial refund will be issued if notification of cancellation is given 30 days or more in advance.

### No Refund

No refund will be issued if notification of cancellation is given less than 30 days prior to the event date.

*All cancellations will receive a full refund of the damage deposit.*

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## SECTION BELOW FOR LAKE WILDWOOD USE

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Date Contract Received: \_\_\_\_\_ Date Deposit Received: \_\_\_\_\_ Date Rental Fee Received: \_\_\_\_\_

Liquor Certificate on File: \_\_\_\_\_ Damage Deposit Returned/Status: \_\_\_\_\_  
(if applicable)