



Lake Langanore
Association

at Eaglehead

**EVENT RESERVATIONS &
RENTAL AGREEMENT**

2017 Pricing, Terms, and Conditions

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This agreement outlines the rental rules and regulations of the Events Tent, Event Barn, and Pavilion locations within Lake Linganore. It also outlines the specific events which may occur at these locations, including Weddings and Receptions. The facilities license agreement is issued by Lake Linganore Association (LLA) and accepted by the member upon the following terms and conditions. The Association does not have a regular meeting space (i.e. one reservation per agreement). The tent and pavilions are outdoor facilities. If the day of your party rains, water may seep in. The Association does their best prior to your event, but water clean-up is not an emergency the day of/during and an employee is not on site weekdays before 9am and after 5pm and on weekends.

THE EVENTS TENT

I. Tent Overview

- **Open May through end of October** (10am to 9pm Sunday-Thursday • 10am to 10pm Friday & Saturday)
- **Not open to the public.**
- 40' x 100' white, high peaked tent accommodates up to 200 guests with a dance floor.
- 33' x 24' dance floor
- 200 people max seated
- Electricity available
- Interior globe lighting
- Parking available on site and overflow at the Coldstream Parking lot.
- 2 Ice chests (rentable see "Rates")
- 15 – 60" round tables (rentable see "Rates")
- 7-32" high top tables (rentable see "Rates")
- 5 - 6ft rectangle tables (rentable see "Rates")
- 4-8ft rectangle tables (rentable see "Rates")
- 200 White folding chairs (rentable see "Rates")
- 1 Portable Bar/Beverage Cart (rentable see "Rates")
- 2 Four foot gas grills (rentable see "Rates")

II. Access

1. All reservations are based on a first come, first served basis.
2. The recreation tent is an amenity for Lake Linganore residents. Reservation must be made and attended in its entirety by an owner or leaseholder. Security has the right to ask to see the reservation holder's Membership ID.
3. Only members and leaseholders in good standing with the LLA may rent the tent.
4. Reservations are confirmed upon the completion of this reservation agreement, payment, and if necessary General Manager and/or BoD approval.
5. Access to tent begins at 10 AM on the event day. All events must end by 9:00 PM Sunday through Thursday and 10:00 PM Friday and Saturday to comply with LLA sound ordinance.



6. The facility will be opened closed and secured by the member or leaseholder. Security will do a follow up inspection after scheduled event conclusion. If the premises is found unlocked a \$20 fee will be withheld from deposit.
7. Holidays and/or holiday weekends are subject to higher rental charge if date is available and approved.
8. Member/leaseholder is responsible for cleaning premises after event. Deposit will be withheld if clean-up is completed by the LLA staff.
9. Member/leaseholder is fiscally responsible for any damages to the tent exceeding their deposit.
10. Member/leaseholder must have LLA membership card with them at date of reservation.

III. Payment

11. Event deposit is due at the time of booking. All event rental rates are due 30 days prior to event. A signed copy of the reservation agreement (physically or electronically) must be returned to the LLA office within two business days of placing deposit.
12. Pricing of event is based on attendance rate and rented items. See "Rates" for all deposits and fees.
13. Final attendance count is due 30 days prior to event. If estimated attendance increases resident will be responsible for the difference. A refund will not be given if attendance count is less what was provided.

IV. Cancellations (not including Wedding/Receptions and Exercise classes)

14. Cancellations received more than 30 days prior to the reservation date will be issued a refund less a \$20 cancellation fee taken from deposit. Cancellations received 30 days or less prior to the reservation start time will be charged a 50% cancellation fee from total cost. Cancellations received within 72 hours of the reservation date are non-refundable. Lake Linganore Association representatives have the right and sole discretion to end the party at any time if rules are not adhered to. No refund will be granted in such circumstances. In cases of weather that would cause harm to members (lightning), the party may be required to exit the tent. Refunds will be issued and based on covering the cost of time used.

V. Logistics

15. Lake Linganore Association will set-up the facility per the logistics discussed and agreed upon between the member/leaseholder and LLA Event Coordinator. Clean up is required by the member. Failure to do so will result in deposit forfeited (See #9 under "Access")
16. The Lake Linganore Association staff must review and approve all proposed logistical plans for the use of the premises a minimum of 14 days prior to the event.
17. Member will be held responsible for any damages, clean-up, and violations caused by guests or self. The member and guests must adhere to all Lake Linganore Association Rules and Regulations.
18. The Lake Linganore Association Recreation Tent is a non-smoking venue. Smoking is not permitted within the confines of the fenced in area. There is a smoking section located outside the gated area.



19. The tent dance floor is for dancing and/or exercise programs only. No tables or other heavy items are allowed on the dance floor.
20. Tent sidewalls remain “as is” (up or down) depending on the time of year. Any modification requests will incur an additional charge.
21. The member or their agents, vendors, servants, employees, invitees, and/or visitors, will take good care of the Lake Linganore facilities, fixtures, and equipment and will not remove any such personal property from the facility. Member will not deface any Lake Linganore display, erect any signs, advertisements, notices, awnings, tents, or similar items without prior written consent
22. All member’s agents, vendors, residents, employees, invitees, and/or visitors will be made aware that they may enter the property only when member has access to the tent per their agreement with Lake Linganore Association. Vendors are unable to set up or tear down outside of the rental agreement
23. Lake Linganore Association will be notified, by written listing, of any vendor items, which will be left for pick up on the next business day. Lake Linganore Association will not be responsible for any items.
24. A security guard will be present for all events where alcohol is served (such as wedding receptions, fundraisers, wine tastings, corporate parties or receptions). This service is nonnegotiable. Cost of the service will be charged to the resident.

VI. Music

25. Music is permitted within the tent and must end by 9:00 PM Sunday through Thursday and 10:00 PM Friday and Saturday in order to comply with LLA and Frederick County sound ordinances.

VII. Decorations

26. Decorations may not be hung from the tent without approval from LLA at least two weeks in advance (this includes, but is not limited to rice, confetti, flower petals, balloons, glitter, fog machines, pyrotechnics, sparklers, additional lighting, and blowing bubbles) and may require a larger fee (see “Rates” on page 10).
27. The use of glues, glitter, and other messy substances may be prohibited.
28. All decorations must be removed without leaving damages directly following the departure of the last guest.
29. The only adhesive material allowed on the walls/pillars is drafting tape which will not damage surfaces. No masking tape, duct tape, electrical tape, transparent tape or double stick tape is allowed. All other decoration must be freestanding. Nails and staples may not be used anywhere.
30. The use of birdseed is permitted only outside for wedding and reception farewells.
31. Any use of candles must be approved by the facility. All candles must be contained or enclosed in glass. The flame must not reach higher than two (2) inches below the height of the glass.
32. Combined all the tent outlets can hold 40 amps (the outlets are connected to two 20 amp circuits). Anything further than this requires a generator at the expense of the renter.

VIII. Insurance and Disclosure

33. Lake Linganore Association, shall not be responsible for any liability for such injury, death, or damage occurring anywhere upon the Lake Linganore facilities (i) by reason of the resident’s occupancy of the use of the Lake Linganore facilities or an portion of the Association facilities, or



(ii) because of fire, windstorm, act of God or other cause unless primarily caused by gross negligence or intentionally tortuous act or omission by Lake Linganore Association. Also, LLA shall not be responsible for situations within the timeframe of the resident's contractual agreement and hold LLA harmless against and from any and all liability or claim of liability arising out of (1) the use, occupancy, conduct, operation or management of the LLA facilities by the resident and the resident's agents, contractors, servants, employees, guests, invitees and visitors during the term of this agreement, or (2) any work or thing whatsoever done or not done on the LLA facilities during the term of this agreement, or (3) any breach or default by the resident in performing any of its obligations under the provisions of this agreement or applicable law or (4) negligent, intentionally tortuous or other act of omission of the resident of any of its agents, contractors, servants, employees, guests, invitees, and visitors during the term of this agreement, or (5) any injury to or death of any person or damage to any property occurring on the LLA facilities during the term of this agreement.

34. Lake Linganore Association representatives have the right and sole discretion to end the party at any time if rules are not adhered to. No refund will be granted in such circumstances.
35. In cases of weather that would cause harm to members (i.e. lightning), the party may be required to exit the tent at the discretion of the host. Refunds will be issued and based on covering the cost of time used.

IX. Alcohol

36. Alcohol is permitted under the following conditions:
 - a. BYOB&W = Bring your own beer and wine, is allowed for gatherings of up to 50 people.
 - b. For events hosting more than 50 people or wishing to serve liquor; you must hire a Certified Bartender to service and supply the event.
 - c. Alcohol may not be served to minors.
 - d. The Bartender has final say on service limits.
 - e. Glass containers of any kind are not permitted, other than wine and liquor bottles handled by the bartender.
 - f. A security guard will be present for all events where alcohol is served (such as wedding receptions, fundraisers, wine tastings, corporate parties or receptions). This service is nonnegotiable. Cost of the service will be charged to the resident.
 - g. The resident shall provide a certificate of insurance naming Lake Linganore Association as additional insured must be provided thirty (30) days prior to the event. Insurance is to include Host Liquor Liability and an amount not less than \$500,000 Combined Single Limit for Bodily Injury and Property Damage.

X. Non-profit organizations

37. Non-profit organization functions may only take place at the tent under the following circumstances:
 - a. All above rules and regulations are adhered to.
 - b. The private event is held solely by a member of the community.
 - c. The member of the community is an employee or leader of the organization.



- d. Non-profits may receive a discount on tent rental if approved by the Board of Directors or General Manager.
- e. We do not have a regular meeting space.

THE EVENTS BARN—NOT AVAILABLE 2017

I. Barn Overview

- **Open Year round** (10am to 9pm Sunday-Thursday • 10am to 10pm Friday & Saturday)
- **Not open to the public.**
- 75 people max standing/ 48 people max sitting
- Up to 6-6ft round tables (included)
- Up to 48 chairs (included)
- Up to 3-60” rectangle tables (included)
- Access to kitchen (One Refrigerator, Sink and stove)
- Dance floor
- Electricity available
- 1 Portable Bar/Beverage Cart (rentable)

II. Access

1. Reservation must be made and attended in its entirety by an owner or leasholder. Security has the right to ask to the reservation holder’s Membership ID.
2. No party can exceed 75 people due to space limitations
3. Glass containers are not permitted.
4. Security will be notified of parties.
5. See “Access” under “The Events Tent” (pages 2 and 3)

III. Cost and cancellations

6. \$100 deposit and \$250 rental fee is due to reserve date.
7. Deposit is refundable after event date.
8. See “Payment” numbers 13 and 15 under “The Events Tent” (page 3).
9. See “Cancellations” under “The Events Tent” (page 3).

IV. Further information

10. Please read and review “The Events Tent” rental section. Review Logistics, Music, Decorations, Alcohol, Insurance and Disclosure and the Non-profit sections. The vast majority of rules apply to the Barn.



PAVILIONS: WOODRIDGE AND PINEHURST

I. Access

1. Reservation must be made by an owner or leaseholder. Owner or leaseholder must be in attendance at all times. Security has the right to ask to see the reservations holder's membership ID.
2. Any planned gathering of more than ten (10) people constitutes a party.
3. No party can exceed 30 nonmembers/nonresidents unless approved in writing by LLA.
4. Glass containers are not permitted.
5. Alcoholic beverages are not permitted at the pavilions.
6. No open fires.
7. Properties surrounding the pavilion are private and not available to parties.
8. Security will be notified of parties and will monitor activity.

II. Cost and cancellations

9. \$50 is due to reserve a date plus a \$100 refundable deposit (see #9 and #10 "Access" under "The Events Tent" (page 3)).
10. See "Cancellations" under "The Events Tent" (page 3).

III. Parking

11. All guests must park in Coldstream Pool parking lot or hosts driveway.
12. No guest parking is allowed at Brosius Dam parking lot without LLA permit.



WEDDINGS AND RECEPTIONS

The only location available for wedding ceremonies and receptions with parking for non-LLA members is the Event Tent. The below information is applicable to holding a wedding and/or reception at the LLA Event Tent. Other marriage ceremony locations are possible, but are the responsibility of the LLA member or leaseholder (i.e. completing reservation). Other locations remain public for the entire community and LLA is not able to section off limit locations (i.e. rope off a section on the beach). All rentable items on the Rates sheet (page 10) are for the Event Tent only and cannot be rented to bring to any other location. Wedding ceremonies and receptions, as are any other member private function, are “Do It Yourself”. LLA staff will not coordinate anything further than your reservation, prior set up, and will not be present the day of.

I. Access

1. By holding a wedding/reception at the Events Tent there is complete access to it three days: From Friday at 10AM to Sunday at 9PM. This allows ample time for the member to set up and clean up before the Events Coordinator and Maintenance Supervisor inspect the following day at 9 AM.
2. The bride and/or groom or parents of the bride and/or groom must be a registered member of the Lake Linganore community.
3. Guest list may not exceed 200 people.
4. Additional tables and chairs exceeding the inventory LLA already provided as a rentable item are not included. Member may rent these items from a vendor.
5. Linens, glassware, music, food, beverages, etc. are not included.
6. All Events Tent terms and conditions apply.
7. All terms and conditions listed under “The Events Tent” must be adhered to (pages 2-5).

II. Cost and Payment

8. Due to the three day rental and the detailed logistics of wedding and receptions rental the user rate cost is \$1,000 (excluding admin fee and security deposit). This rate includes tables and chairs (see # 9 and #10 on “Access” under “The Events Tent” (page 3)).
9. Besides tables and chairs, all other rentable item pricing remains the same.
10. **Payment for user rate, admin fee, and deposit are due at time of reservation.** Rentable item payment is due 30 days prior to event.

III. Cancellations

11. Any cancellations received more than 90 days prior to the reservation start time will be issued a refund of deposit and user fee less a \$20 cancellation fee.
12. Cancellations received less than 90 days prior to the reservation start time will be charged a 50% cancellation fee from deposit and user fee.
13. Cancellations received within 14 days of the reservation date will have deposit and user fee withheld.



EXERCISE CLASSES

I. Access

1. The instructor must provide a series of classes for the community (once a week, bi weekly, etc.) at the Events Tent or Barn.
2. Classes can be held at other areas of the community (i.e. beach, lake, park, etc.) and must adhere to "Beach and Park Reservations"
3. Class scheduling is based on a first come, first serve basis.
4. All pertaining terms and conditions listed under "The Events Tent" must be adhered to (example: Music, Insurance and Disclosure, etc. (pages 2-5)).

II. Cost

5. For providing the community a service, the normal cost is void and instead 15% of class participation funds are due (i.e. 85% of participation fees will be kept by instructor and 15% of participation fees will be returned to LLA). This pertains to classes given anywhere on Lake Langanore (i.e. beach, tent, pavilion, etc.).
6. In return, the instructor is able to charge their personal class rates and the office will provide community awareness. The office must be made aware of class pricing to properly advertise to the community.
7. Class participation list and funds, must be completed and returned to the office within 24 hours after the end of each class either through the drop box or front office, unless otherwise discussed and agreed upon with LLA Event Coordinator.

III. Cancellations

8. If unable to instruct on a scheduled day, please make the office aware as soon as possible to make the community aware through e-mail blast and to be posted at exercise location if necessary.



RATES

THE EVENTS TENT*

Private Party		Wedding/Reception
1-50 PPL:	\$150	\$1,000 (tables & chairs included)
51-75 PPL:	\$175	
76-100 PPL:	\$200	
101-125 PPL:	\$225	
126-150 PPL:	\$250	
151-175 PPL:	\$275	
176-200 PPL:	\$300	

Subtotal	
Admin fee	\$50
Security Deposit	\$100

Total	
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THE EVENTS TENT RENTABLE ITEMS (due two weeks prior to event)

Item	QTY on Hand	Flat rate for each	QTY ordered	Subtotal
60" Round table	15	\$5		
32" High top table	7	\$5		
6ft Rectangle table	6	\$5		
8ft Rectangle table	4	\$5		
Folding chairs	200	\$1		
Portable Bar	1	\$25		
4' Gas Grill	2	\$35		
Moon Bounce	1	\$50		
Security fee	Please contact LLA office for current rates			

Total	
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THE EVENTS BARN*

Rental Fee	\$250
Deposit	\$100

PAVILIONS

\$50

EXERCISE CLASS

Class cost:

Total due 24 hours after each class

****Please pay deposit and fees with separate checks for Events Tent and Events Barn***

LLA sanctioned committees holding official meetings are exempt from charges.



