



AGREEMENT FOR PRIVATE PARTY USE OF THE FOUR SEASONS LAKESITES POA COMMUNITY CENTER

1-25	nonrefundable usage fee: \$100.00	refundable deposit fee: \$100.00
26-70	nonrefundable usage fee: \$150.00	refundable deposit fee: \$150.00
71-90	nonrefundable usage fee: \$225.00	refundable deposit fee: \$225.00

- The usage fee and deposit fee are due at the time of the reservation (one check is acceptable).
- Make checks payable to Four Seasons POA.
- An attendant will be required for an event lasting later than 10:00 p.m. There will be an additional fee of \$15.00/hour paid directly to the Missouri Association Management approved attendant.
- Routine Cleaning: The POA Community Center will be cleaned daily. Any event that requires additional cleaning will be charged \$25.00 per hour of extra cleaning time.
- Please complete the items on the "After Party Checklist" to avoid additional fees.

Today's Date: _____ Date of Event: _____

Property Owner's Name: _____ Phone #: _____

Lot & Subdivision: _____ Mailing Address: _____

Email Address: _____ Type of Event: _____

____ Property Owner or ____ Immediate Family Member Estimated Attendance _____ (90 max.)

____ We will be using the stereo/cordless microphone
(\$75.00 refundable deposit fee, \$25 non-refundable set-up fee)

____ We will be using ____ of the large tablecloths from the hallway closet during the event. We understand there is a flat use/cleaning fee of \$6.00 per tablecloth, payable at the time of reservation. We understand we are to leave the used tablecloths on the kitchen counter at the end of the event.

We will need Community Center prior to event to decorate at: _____ a.m. /p.m.
Event time: _____ a.m. /p.m. - _____ a.m. /p.m. *Exit time: _____ a.m. /p.m.*

***Estimate 1-2 hours of cleaning time after the event ends.**

Please Initial One:

____ I would like to schedule a walk-through with Management prior to the event

Date: _____ Time: _____ or TBD: _____

____ I have declined a walk-through with Management prior to the event

Four Seasons POA Community Center Rules & Regulations for Private Events

Revised January 2023

A. Eligibility

The POA Community Center is available to members in good standing (all amounts due have been paid for all lots owned by that individual) for private events. Business functions **MUST** be a private rental. Included in this definition of “business functions”, but not limited to: sales presentations, non-Four Seasons association meetings or political functions. Only private invitations will be allowed; no public invitations. The Board or Manager reserves the right to terminate and cause forfeiture of deposit for any event which, in their opinion, violates this rule.

B. Registration & Fees

1. Reservations for the POA Community Center or any portion thereof should preferably be made at least 1 month in advance. A confirmation of a reservation is complete **only when a signed reservation form and the appropriate fees have been received by the POA Management Office**. Registration forms may be obtained by contacting Missouri Association Management at (573) 552-8334 or by visiting www.fourseasonspoa.com.
2. Cancellation of the Community Center needs to be done at least two weeks prior to the scheduled event, and will be eligible for a full refund less a \$25.00 administration fee. Cancellations made within the two-week period are eligible for a 50% refund.
3. When making a reservation a **usage fee** and a **refundable deposit** will be collected. The **deposit** will be refunded after the event if the Community Center is cleaned as required and damage free. Please refer to the After-Party Checklist for requirements. This list **MUST** be completed, signed and left in the “Completed Forms” box on the wall above the ice machine.
4. An event attendant will be required for any private events which will run later than 10:00 p.m. A list of approved attendants will be provided. If your event will run later than the above stated hours you must have an attendant for the entire time of your event. If clean-up last past the 10:00 p.m. hour, Camden County Sheriff’s Office will do a walk through.

C. Cleaning for Private Events

All private events are required to do the following after their event:

1. Remove all items brought into the Community Center, (decorations, food, etc.)
2. Place any furniture moved, back into the original position found.
3. Put up any extra tables/chairs used.
4. Take out all trash and place in trash receptacle located on the Vintage Landing entrance side of the parking lot.
5. Clean and put away any dishes used or load and run the dishwasher. Housekeeping will unload.
6. Report any damage by calling Owner Services, (573) 434-0021 after hours or the Management Office, (573) 552-8334 Mon-Fri 8 a.m. -5 p.m.
7. Review, check, note and sign off on the **After-Party Checklist** found next to the ice machine in the kitchen.

Note: In order to receive your refundable deposit fee, the checklist MUST be completed and left in the “Completed Forms” box on the wall above the ice machine.

All decisions concerning cleaning and damage charges are solely up to the management and are not negotiable. Charges will be based on actual cost incurred by the POA for repair and extra cleaning. Invoices will be made available.

D. General Rules

1. Regularly Scheduled and POA planned activities will take precedence over private events.
2. The property owner reserving the POA Community Center **MUST** be present for the duration of the private function he/she sponsors.
3. The maximum capacity for the POA Community Center for a private function is 90 people.
4. Reservations for private events are for the use of the great room and kitchen areas only. Please note that other property owners and their guests may use the restrooms and other areas during the time of your rental.
5. **The POA Community Center is a NON-SMOKING facility.** There are designated smoking areas located outside the building. Please do not throw cigarette butts or trash in anything other than the correct designated receptacles.
6. Adhering decorations to the walls, doors, ceiling or any other surface with anything other than damage free hanging strips (i.e. 3M Commander Strips) will be allowed. **Do not use tape, tacks, or adhesives to attach to wall surfaces. Repairs to damaged areas will be assessed at a rate of \$45.00 per hour.** No burning of candles. Use of glitter is strictly prohibited and may result in the loss of deposit.
7. A kitchen layout and inventory list are available. Some items for your use have been secured in locked cabinets. Please discuss with Management the use of these items.
8. If you incur a situation where repairs are necessary or inventory is missing, please notify the Management Office, (573)552-8334 during normal business hours or by contacting Owner Services, (573) 434-0021.

By signing this reservation form, you are agreeing to:

1. Submit the usage fee and refundable deposit when the reservation is made to ensure availability for your event.
2. Follow all rules of the POA Community Center.
3. Use your best effort to ensure your group makes use of the Community Center and furnishings in a careful and prudent manner.
4. Report any damage, spills or problems occurring during your use period to Management.
5. Remove any and all articles that were brought in (food, drinks, decorations, etc.).
6. Certify that your event is being held directly for you, the property owner, or immediate family member. The property owner reserving the Community Center **MUST** be present during the entire event and take full responsibility of adhering to the rules and regulations.
7. Complete the After-Party Checklist and leave in the "Completed Forms" box on the wall above the ice machine.

In consideration of my acceptance of this reservation of the use of the above facility, I waive any and all claims for myself and my guests against the officials and employees of Missouri Association Management, LLC and Four Season Lakesites Property Owners Association for injury, illness or damage which may occur directly or indirectly from my use of this facility. I hereby, unconditionally and without reservation, assume legal liability and financial responsibility for damage or loss suffered by the Four Seasons Lakesites Property Owners Association or any of its property occasioned by said use and further promise to promptly pay upon demand any damages reasonably itemized and requested by Four Seasons Lakesites Property Owners Association or its management. I agree as Property Owner that I will attend the event and further, I accept the responsibility for the conduct of any persons in attendance.

Signature of Property Owner

Date