

BIG FALLS LODGE RENTAL POLICY

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Old Fallsvale School

Rental Use Application
BIG FALLS LODGE
Gail D. Cox Community Center
41303 Valley of the Falls Dr.
Forest Falls, California

Owned and Operated by: Valley of the Falls Community Center, Inc.
Post Office Box 41, Forest Falls, CA. 92339 www.VFCCi.org

VFCCI MEMBER # _____

Name: _____ Date: _____
First Last

Mailing Address: _____
Community State Zip

Email Address: _____ @ _____

Phone: (home) (____) (work) (____) (cell) (____)

Person in charge during event: _____
Name Title

Phone: (home) (____) (work) (____) (cell) (____)

DESCRIPTION OF COMPANY/ORGANIZATION: VFCCI MEMBER [] NON PROFIT MEMBER [] OTHER []

Name of Organization: _____

Purpose of Organization: _____

DESCRIPTION OF EVENT:

Note: If you are requesting multiple dates, please list them on a separate page and attach it to this application

Event Date: _____ Estimated Attendance: _____ (Max. dining occupancy is 110)

Type of Event: _____

Will alcoholic beverages be served? YES [] NO [] Will amplified music be played? YES [] NO []

** If selling alcoholic beverages you must have an ABC license. **

IF PROVIDING ALCOHOL, AMPLIFIED MUSIC AND/OR DANCING YOU MAY BE REQUIRED TO HIRE A UNIFORMED SECURITY GUARD(S). IF SO, A COPY OF THE CONTRACT MUST BE PROVIDED TO VFCCI 15 DAYS PRIOR TO YOUR EVENT DATE. THERE WILL BE NO EXCEPTIONS.

Security Contract Received [] By: _____

SECURITY: _____
COMPANY NAME TELEPHONE NUMBER

Set-up will begin at : _____ Guests arrive at: _____

Cleaned up and out by: _____ Will guests pay a fee ? YES [] NO []

If charging a fee, state the amount and purpose: \$ _____

[] Facility requested: Lodge, no kitchen [] *Lodge w/kitchen, onsite food prep [] *Lodge w/kitchen, offsite food prep

*If serving food and/or beverages, Kitchen Rental is REQUIRED.

How did you learn about Big Falls Lodge? [] VFCCI WEBSITE [] INTERNET SEARCH [] REFERRAL [] BROCHURE [] OTHER

**BIG FALLS LODGE
RENTAL CONTRACT AGREEMENT**

The rental agreement rules are to assure VFCCi that the building and grounds are left in satisfactory condition. Renters shall be responsible for the total cost of repair and/or replacement for all actual loss or damage to the building and/or its contents.

Big Falls Lodge lies at approximately 6000' of elevation in the community of Forest Falls, an unincorporated area of the County of San Bernardino and surrounded by the San Bernardino National Forest. While located within a residential/commercial area, there are panoramic views of the San Gorgonio Wilderness and its 10,000 ft ridge. Big Falls, Southern California's tallest year 'round waterfall, is only a brisk walk away. An Adventure Pass is required to park on National Forest lands, you can purchase your daily or annual pass at Elkhorn General Store in Forest Falls.

VFCCi does not assume any responsibility for weather and it's relationship to your event. A change in the weather will generally not be grounds for you to cancel your event and receive a refund of your deposit, **you should plan accordingly**. Late Spring or early Winter snow is not uncommon as are Summer or Fall thunderstorms. During the traditional snow season, Mid December to April 1st, VFCCi will have the parking lot snow plowed and ready for your reserved event, EXCEPT... **Snows which occur on the day of your event are not the responsibility of VFCCi.**

RENTERS MUST CLEAN UP THE ENTIRE BUILDING IMMEDIATELY FOLLOWING THEIR EVENT. ALL OR A PORTION OF YOUR RESERVATION AND CLEANING/DAMAGE (RENTAL) DEPOSITS MAY BE WITHHELD FOR ANY DAMAGE OR FAILURE TO CLEAN UP AFTER THE RENTER'S EVENT. CLEANING/DAMAGE COSTS WHICH EXCEED THE DEPOSITS WILL BE BILLED TO THE RENTERS CREDIT CARD OR ADDRESS.

The undersigned, herein known as the Applicant, understands and agrees that he or she or the organization that he or she represents shall assume all risks for loss, damage, liability, injury, cost or expense that may occur during or as a result of the use or occupancy of Big Falls Lodge. The Applicant further agrees that in consideration of permission to use the Big Falls Lodge, he, she or the organization will save and hold the VFCCi and/or their employees free and harmless from any loss, claims, liability or damages, and/or injuries to persons and property that in any way may be caused by the Applicants use or occupancy of the building, or the use of alcoholic beverages by Applicant and guests while using or occupying the building. VFCCi is **"Not responsible for food borne illnesses from outside food"**. The Applicant further agrees to be personally responsible for any damage sustained to the grounds, building, furniture or equipment as a result of occupancy of the Big Falls Lodge.

My signature certifies that all information I have provided on the application is true including that regarding the use of alcohol. I understand and agree that any misstatements or omissions of material fact herein, may cause forfeiture of my deposit.

I hereby accept and agree to the terms as set forth above and to all the terms set forth in the rental agreement forms and policy attached hereto.

PERSON RESPONSIBLE FOR RENTAL

DATE

BIG FALLS LODGE RENTAL FEES

General Public / Non Members

To Reserve A Date		\$75 <i>(refundable after event)</i>
Cleaning/Damage (Rental) Deposit		\$200 <i>(refundable after event)</i>
Kitchen Use Deposit		\$100 <i>(refundable after event)</i>
	Summer	Winter (Oct 15 - Mar 15)
••• HOURLY •••		
LODGE only	\$75	\$98
LODGE & KITCHEN	\$105	\$128
••• PARTIAL DAY •••		
LODGE only	\$375	\$450
5am – 10:30am OR 11am to 4:30pm OR 5pm to 11pm		
LODGE & KITCHEN	\$525	\$638
5am – 10:30am OR 11am to 4:30pm OR 5pm to 11pm		
••• FULL DAY •••		
LODGE only	\$600	\$780
5am – 3pm OR 1pm - 11pm		
LODGE & KITCHEN	\$840	\$1020
5am – 3pm OR 1pm - 11pm		
Kitchen only	Not available	
<i>“Weekday’s are ½ price, (Monday morning to Friday at 4:30 pm, excl. holidays)”</i>		

VFCCI MEMBER

To Reserve A Date		\$ 75 <i>(refundable after event)</i>
Cleaning/Damage (Rental) Deposit		\$ 200 <i>(refundable after event)</i>
	Summer	Winter (Oct 15 - Mar 15)
HOURLY Lodge only,		
	\$25	\$32
HOURLY Lodge & Kitchen,		
	\$35	\$42
PARTIAL DAY Lodge only		
	\$125	\$150
5am – 10:30am OR 11am to 4:30pm OR 5pm to 11pm		
PARTIAL DAY Lodge & Kitchen,		
	\$175	\$212
5am – 10:30am OR 11am to 4:30pm OR 5pm to 11pm		
FULL DAY Lodge only,		
	\$200	\$260
5am – 3pm OR 1pm - 11pm		
FULL DAY Lodge & Kitchen,		
	\$280	\$340
5am – 3pm OR 1pm - 11pm		
Kitchen Only, Hourly	\$15	\$20
<i>“Weekday rentals are ½ price, (Monday morning to Friday at 4:30 pm, except holidays and except Kitchen)”</i>		

Non-Profit Member Organizations

To Reserve A Date		\$75 <i>(refundable after event)</i>
Cleaning/Damage (Rental) Deposit		\$200 <i>(refundable after event)</i>
	Summer	Winter (Oct 15 - Mar 15)
FIRST 1 to 3 HOURS		
	\$10	\$15
(no reservation or deposit required)		
hourly >3 hours LODGE only,		
	\$5	\$10
hourly, >3 hours LODGE & KITCHEN,		
PARTIAL DAY Lodge only,		
	\$25	\$30
5am – 10:30am OR 11am to 4:30pm OR 5pm to 11pm		
PARTIAL DAY Lodge & Kitchen,		
	\$35	\$42
5am – 10:30am OR 11am to 4:30pm OR 5pm to 11pm		
FULL DAY Lodge only		
	\$40	\$52
5am – 3pm OR 1pm - 11pm		
FULL DAY Lodge & Kitchen		
	\$56	\$68
5am – 3pm OR 1pm - 11pm		

**SHADE
FOR
RENT**

EZ-Up Canopies, Commercial Quality “Eclipse II”

10’X10’: \$50ea. Non-Member \$25 Member, 4 available.

10’x15’: \$75ea. Non-Member, \$35 Member, 2 available

BBQ For Rent... Stainless Steel 5’x2’ lpg: \$75 Non-Member, \$38 Member

BIG FALLS LODGE RENTAL RULES.

I. RESERVING BIG FALLS LODGE & CANCELLATIONS

- A. Reservations shall be in writing using the Rental Application and Contract Agreement, Pages 1 and 2 of this policy and,
1. **Reservation Deposit of \$75.00 is received at the time of application.**
 2. **The remaining cleaning/damage (rental) deposit balance of \$200.00 (\$300 if kitchen is included) must be paid 15 days prior to your event, along with your rental fee. Sign and return page 9 when you pay balance of money due.**
 3. **The event time may not go past 10:00 pm.,**with clean up time not exceeding **11:00 pm.**
(Time limit exceptions can be made on a case-by-case basis)
 4. **There will be a \$35 charge for all returned checks with cash required thereafter. Sorry, no personal checks for non-member rents or deposits.**
 5. Contracts may be faxed to: "VFCCi Event Coordinator" at (909) 794-5436, emailed to: events@vfcci.org or dropped off at Gillmore Real Estate, 40978 Valley of the Falls Dr., Forest Falls. (after hours mail slot behind flag on front porch, do not place cash thru mail slot)
- B. Telephone or email inquiries are not binding and do not constitute a reservation.
- C. A reservation will be considered firm only when a Rental Application has been signed, the reservation fee has been paid and VFCCi has approved the application.
- D. Cancellation of a rental or changing a confirmed date will result in loss of the deposit. Cancellation fifteen (15) days or less prior to an event will result in the loss of any rental fees paid in addition to the deposit. If the Lodge can be re-booked with a comparable rental (one equal or greater in rental fee), then 75% of the applicant's deposit will be returned plus any rental fees that may have been paid.
- E. At the option of VFCCi, Non-profit Member Organizations (NPMO) are subject to being "bumped" by a Member or Non-Member reservation provided the organization is provided at least 15 days advance notice. NPMO's may reject being "bumped" by paying the Member rate for the rental.

II. CATEGORIES OF USE

- A. The following categories are for determining fees and charges. Per VFCCi policy, activities sponsored or co-sponsored by VFCCi shall be given preference in the use of Big Falls Lodge.
1. **Member.** One who holds active membership in VFCCi. Membership, regular and guest, is open to residents or property owners within the communities of Forest Falls, Mountain Home Village and Angelus Oaks.
 2. **Non-Profit Member Organization, (NPMO).** Organizations which are primarily located within the communities of Forest Falls, Mountain Home Village or Angelus Oaks whose purpose is not for profit and operates with the benefit and enrichment of the community as its primary goal and are an active member of VFCCi. NPMO's, which are not a bona fide IRS 501(C) (3) organization, may be granted NPMO status upon review of the organization by VFCCi Board of Directors.
 - a. Non-profit organizations which are legal IRS 501(C)3 in nature but not members of VFCCi, upon verification of their State of California or IRS 501(C)3 status, shall be afforded the rental rates available to a **Member**.
 3. **General Public – Non Member.** Any individual or group which does not qualify as a Member, Non-Profit Member Organization, or non-member Non-Profit Organization.

III. USE GUIDELINES

- A. No individuals will be allowed access into the Lodge until the authorized rental applicant is present. Individuals will not be permitted into the Lodge before the specified event start time.
- B. Reservations may be revoked, at any time, when a violation of the rules and regulations have occurred and will result in cancellation of the event and/or loss of deposit.
- C. Lodge equipment shall not be removed from the facility.
- D. Smoking or other uses of tobacco products are prohibited inside the Lodge or anywhere on the grounds except the **designated smoking area at the rear of the Lodge**, West Side. Please use the provided butt cans.
- E. Propane (LPG) is NOT allowed inside the Lodge. Any use of barbecues or propane in an outside area requires prior approval of VFCCi and must be in an approved location.
- F. Decorations require **prior approval** by VFCCi. No signs or decorations will be nailed or affixed in a manner that damages or defaces any walls, ceilings, windows or drapes. Decorations must be fireproof. No glitter, rice, birdseed or other similar items will be allowed to be thrown in or around the Lodge.
- G. No open flame candles are allowed inside the Lodge or on lodge property. **No smoke or bubble machines are allowed.**
- H. Beverages that contain red, orange, or purple dye, etc. (example: fruit punches) may not be served at the Lodge. This includes any liqueurs that include the before mentioned dyes. Only those beverages with fresh fruit juice or sodas as their base can be used. (Dyes can permanently stain the carpeting)
- I. Shade For Rent, see page 3. We **do not provide ice or sterno fuel** for the Chaffing dishes.
- J. VFCCi staff will NOT sign for any items that have been rented. All rented items (dance floors, lights, etc.) will need to be delivered during the set up time and picked up during the clean up times. If items are delivered before or picked up after the rental times, **applicant will be charged twice the regular hourly rate, deducted from the deposits.**
- K. DJ's and bands are permitted at the event. **All music must conclude by 10:00 pm OR sooner if creating a disturbance to neighbors.** To reduce or eliminate a disturbance to the neighbors, after dark move noisy activity inside. **Close the exterior roll-down shutters after dark if loud music or other noise is present.**
- L. **No showing of copyrighted material (movie, etc.) allowed per PL 94553 title 17 of US CODE.**
- M. The rental ending time means the facility must be empty of all guests and event staff. The clean up time means all decorations, food, etc. must be removed and the facility cleaned according to the checklist provided to the renter (page 9 of this policy) to obtain a refund of deposit(s). **If the event/cleanup time exceeds the event end time, the group/individual will be charged twice the hourly rate. The amount will be deducted from the deposits.**
- N. Failure to comply with any of these rules and regulations will result in the cancellation of the event, and loss of all fees and deposits paid.
- O. Any willful, malicious damage to the Big Falls Lodge property will be prosecuted to the full extent of the law and may result in civil action to recover the cost.

IV. EVENTS INCLUDING MUSIC, DANCE AND/OR ALCOHOL

- A. Renters are generally required to provide a uniformed, licensed security guard(s) at all events held at the Big Falls Lodge when there is entertainment, music, dancing, and/or alcohol being served. Security services must be provided at all times during the event (according to the hours stated on page 1 of this contract). Failure to have a security guard at the event will result in the event being closed by the San Bernardino County Sheriffs' Department.**

Security services can be found in the yellow pages under "Security Guard & Patrol Service".

- B. Access to the building will not be made without a copy of the security contract agreement. NO EXCEPTIONS.**
- C. No liquor sales will be allowed without a license from the State of California Alcoholic Beverage Control Board. See paragraph IX, page 7 for Liquor Requirements. A copy of the liquor license will be required by VFCCi 15 days prior to the event.**
- D. All events must end by 10:00 PM and the building cleaned, vacated and locked no later than 11:00 PM. Security services are instructed to stop alcohol service at 9:00 PM. Failure to vacate the building by 11:00 PM will constitute a breach of this contract and all or a portion of the deposits will be withheld by VFCCi to cover additional expenses, including additional security.**

V. INSURANCE REQUIREMENTS

The applicant shall provide and maintain general liability insurance and the coverage shall be in the amount of \$1 million for bodily injury, personal injury and property damage. If alcoholic beverages are served, then liquor liability in the amount of \$1 million, for bodily injury and property damage, will be required. General liability and liquor liability shall be endorsed naming Valley of the Falls Community Center, Inc., its officers, agents, employees and volunteers as additional insured. Each policy required by this clause shall be endorsed to state that coverage shall not be cancelled or changed except after thirty (30) days written notice has been given to VFCCi. Use of the facility will be denied if satisfactory proof of the required insurance is not received at least 15 days prior to the event. The insurance company must have an AM Best Rating of 7 or better.

It is the responsibility of the user to keep the insurance current. In addition to the required insurance, applicant shall further agree to indemnify, defend and hold harmless VFCCi, its officers, agents and employees from an and all liabilities, claims, losses and expense, including attorneys fees and court costs and interest, in any manner caused by, of whatsoever kind of nature, arising out of, or in connection with, use or occupancy of VFCCi property. The user agrees to furnish such liability or other insurance for the protection of the public and VFCCi, as VFCCi may require.

VFCCi requires that original certificates and separate endorsements be presented at least 15 days prior to the event as a condition for final approval of the rental agreement.

VI. EQUIPMENT AND SERVICES

Tables and chairs are provided. Set up plans for seating that comply with adequate fire escape requirements will be provided if tables and/or chairs are requested.

Media equipment, bride dressing room, dance floor and outside ceremony/activity area are available for use subject to the rules of the facility. Unless otherwise agreed, no VFCCi property is to be taken outside the Lodge. A phone is located at the Lodge, calls other than local calls require a credit card.

If the Kitchen is utilized it includes all kitchen ware necessary for the preparation and service of the maximum occupancy of the building. Broken or missing items will be charged to the renter at current replacement cost.

A VFCCi Event Assistant will be on duty for all General Public – Non Member events. The Event Assistant will open the facility and provide information and direction. The assistant(s) are there to help you hold a successful event. The Event Assistant is authorized to enforce all facility use rules and regulations.

VII. PUBLICITY FOR RENTAL EVENTS

No publicity of any meeting or event held at the Big Falls Lodge may be released until a Rental Agreement is signed and VFCCi event coordinators receive the required deposit.

Except for events sponsored by VFCCi, all persons, organizations, and companies who rent Big Falls Lodge, or make a presentation at Big Falls Lodge shall provide proof that a disclaimer be placed on all flyers, post-boards, promotional, and advertising which states: "Not recommended by, endorsed, or affiliated with the Valley of the Falls Community Center, Inc." in 15 point type/font or larger.

VIII. SECURITY GUARD REQUIREMENTS

Security may be required for certain types of events held at Big Falls Lodge. Each renting party will be notified if their event requires security and the number of uniformed officers needed. Generally, events, which include alcohol and loud music, will require security. Security services can be found in the yellow pages under "Security Guard & Patrol Service".

If security is required, the applicant is required to pay all fees directly to the security guard company and provide proof of same within 15 days of the event date.

IX. LIQUOR REQUIREMENTS

Complimentary Liquor: Serving liquor with the meal, toast or hosted bar. Bringing any alcohol beverage into a function not approved in the original Use Agreement will result in the event being immediately canceled and all fees will be forfeited. The applicant will bring in all alcohol beverages. Alcohol will only be served over the bar by a person at least 21 years of age designated by the applicant. All alcohol must be served in individual, non-breakable containers, and not set out to be self-served. All champagne bottles must be opened behind the bar and remain there. Bottles of any kind may not be placed on the tables or be used as centerpieces. Alcohol must remain in the Big Falls Lodge. Alcohol is not allowed outside the lodge. **Types of alcohol are restricted to beer, wine, and champagne only, unless permitted in advance by VFCCi.**

Selling Liquor: Any applicant who will be selling liquor (i.e., cash bar, tickets, and drinks for a fee, or by voluntary donation) is required to provide a license from the State Alcoholic Beverage Control Department.

Liquor sales must, by law, be conducted by an entity licensed to do so by the Alcoholic Beverage Control Department. If the applicant and/or seller are not licensed, the applicant must contract with a licensed person to conduct any liquor sales. Any questions as to the need for, and requirements of obtaining the appropriate Alcoholic Beverage Control license(s) should be directed to:

Alcoholic Beverage Control Department

3737 Main Street, Suite 900
Riverside, CA. 92501
(909) 782-4400
www.abc.ca.gov

The applicant must provide a copy of the permit from the Alcoholic Beverage Control office to VFCCi **fifteen (15) days prior** to the event if liquor is to be **sold**.

The Alcoholic Beverage Control license must be posted in plain public view near the bar, the location where liquor may be served during the event.

Liquor may **NOT** be served to minors. The applicants failure to comply, monitor, and enforce this law is grounds for terminating the event and forfeiting all deposits and fees. Injuries caused to any person as a result of alcoholic beverages being served and/or consumed by a minor on Big Falls Lodge premises shall be the sole responsibility of the applicant, user, group, organization, its sponsors or the adult representative.

VFCCi staff and, if required, Security Guard(s) will be monitoring the event and have the authority to suspend the serving or selling of liquor and/or close the event. If it is necessary to contact the Sheriff's Department

for any disturbance caused by the rental applicant, clients, or guests, the applicant will be held liable for all sheriff and additional charges incurred by VFCCi.

Restrictions

Groups must adhere to the following alcohol restrictions.

1. **Youth or youth sports groups:** No alcohol is permitted, unless VFCCi grants a special request, in advance.

2. **Alcohol is not permitted at private parties where the guest(s) of honor is(are) under the age of 21.**

X. ADDITIONAL REQUIREMENTS

- A. Any decorations used must be completely removed and disposed of at the conclusion of the event. No alteration of Big Falls Lodge is permitted.
- B. No open flame devices or candles are permitted.
- C. The lodge, parking lot, grounds and equipment shall be left in the same condition as they were prior to the event. Any loss or damage shall be deducted from the deposit. If the facility is not left clean, VFCCi shall have it cleaned, all charges will be deducted from the deposit, and the remainder, if any, returned to the address on the Rental Use Agreement. If there was no damage or loss to the facility and the facility was cleaned according to the rules and regulations, expect the deposit check approximately four (4) weeks after the event date.
- E. If damage or loss does occur, the deposit will be held until estimates can be obtained.
- F. All organizations and persons using Big Falls Lodge must comply with all local, state, and federal laws. This includes necessary licenses, insurance, sales tax permits, workers compensation, alcoholic beverage control, and other laws pertaining to the organization or person.
- G. No organization may use the VFCCi address as a mailing address.
- H. Storage of property of any organization using the Lodge is prohibited.
- I. Rental of Big Falls Lodge does not convey any sanction of an organization's philosophy or practices by VFCCi. No organization or individual may state, or infer, any official sanction by VFCCi unless approved in advance by VFCCi.
- J. Members conducting sponsored or co-sponsored community classes shall pay VFCCi 25% of the door OR the NPMO rate, whichever is greater.
- K. **Please remember to be considerate of the neighbors. The lodge is located in a residential neighborhood. Excessively loud music or noise is a disturbance and the Sheriffs' department may be called upon to act.**

MAXIMUM DINING OCCUPANCY LIMIT IS 110 PERSONS.

***IF FOOD/BEVERAGE SERVICE – KITCHEN RENTAL IS REQUIRED!**

**Please call 909.794.2870 or 714.345.6251 for
Reservations and Information.**

REQUIREMENTS FOR A FULL REFUND OF DEPOSIT

RENTERS MUST CLEAN UP THE ENTIRE BUILDING IMMEDIATELY FOLLOWING THEIR EVENT. ALL OR A PORTION OF THE RESERVATION AND CLEANING/DAMAGE (RENTAL) DEPOSIT MAY BE WITHHELD IF ALL OF THE FOLLOWING CONDITIONS ARE NOT MET.

- OBSERVE MAXIMUM OCCUPANCY LIMIT OF 110 PERSONS WHEN SEATED AT TABLES.**
- IF REQUIRED, **RENTERS SERVING ALCOHOL AND/OR HAVING AMPLIFIED MUSIC** MUST PROVIDE A UNIFORMED SECURITY GUARD FROM START OF EVENT UNTIL CLOSING OF BUILDING.
- CLEAN REST ROOMS. (Pick up debris, mop floors and empty trash cans)**
- CLEAN KITCHEN**, including cups, plates, etc., if applicable. **REMOVE ALL LEFTOVER FOOD.**
- With Kitchen Rental, **SWEEP AND DAMP MOP; KITCHEN, UTILITY ROOM, BUFFET LINE and BATHROOM FLOORS.** BROOM, MOP, and BUCKET are located in utility room.
- RETURN ALL ITEMS TO THEIR ORIGINAL LOCATION.** Refer to BFL book for photos & inventories.
- VACUUM** carpeted floors. Vacuum located behind buffet line or in entry/air lock closet.
- Use **DUSTER ON WOOD FLOOR, sweep & remove pile.** Tools next to old fireplace near rear door.
- BAG** all trash and leave on hard floor surface outside swinging kitchen door. Extra bag in bottom of trash can.
- PICK UP LITTER** around and in front of the building and surrounding areas.
- CLEAN, FOLD AND RETURN TABLES AND CHAIRS** to area outside Southeast “not an exit” door.
- NO TOBACCO** products ALLOWED IN THE LODGE. Designated smoking area is outside, SW corner.
- ALL PEOPLE MUST BE COMPLETELY OUT OF THE BUILDING ON OR BEFORE 11:00 PM.**
- TURN OFF ALL INTERIOR LIGHTING**, except “night light”, switch on wall by main exit door.
- TURN OFF EXTERIOR PARKING LIGHT**, if on. Switch located in entry/air lock store room on right.
- LOCK UP BEHIND YOU**, return keys to Gillmore Real Estate, 40978 Valley of the Falls Dr. (located ½ mile West, across street from General Store and Café) Place keys thru mail slot behind flag on porch if after hours.

EACH UNCOMPLETED REQUIREMENT MAY RESULT IN AT LEAST A \$50.00 DEDUCTION FROM YOUR CLEANING DEPOSIT. ANY ADDITIONAL FEES CHARGED BY VFCCI’S CLEANING SERVICE WILL ALSO BE DEDUCTED FROM THE CLEANING DEPOSIT AND/OR BILLED TO YOU IF EXCEEDING YOUR DEPOSIT.

I understand and agree to all the above referenced requirements and fully understand that failure to complete any or all tasks will result in a partial or complete forfeiture of my security deposit.

Signed: _____
PERSON RESPONSIBLE FOR RENTAL

Date: _____

BIG FALLS LODGE RENTAL FEES & PAYMENT SCHEDULE

FOR OFFICE USE ONLY

Event Date: _____ Paid by?: Cash, Check #, Visa/MC, \$Order Rcvd by/How Paid _____

RESERVATION DEPOSIT: \$ **75.00** _____ DATE PAID: _____

SIGNED CONTRACT AGREEMENT RECEIVED.

CLEANING DEPOSIT: \$ _____ DATE PAID: _____

KITCHEN DEPOSIT: \$ _____ DATE PAID: _____

RENTAL FEE: \$ _____

TOTAL AMOUNT DUE: \$ _____

AMOUNT PAID: \$ _____ DATE PAID: _____

BALANCE DUE: \$ _____

AMOUNT PAID: \$ _____ DATE PAID: _____

REMAINING BALANCE \$ _____ DATE PAID: _____

AMOUNT PAID: \$ _____ DATE PAID: _____

REMAINING BALANCE \$ _____ DATE PAID: _____

Signed "WHAT'S REQUIRED FOR FULL REFUND" FORM RECEIVED FROM RENTER ON: _____ DATE

CLEANING DEPOSIT REFUNDED \$ _____ DATE REQ.: _____

CLEANING DEPOSIT WITHHELD: \$ _____ DATE NOTIFIED: _____

REMARKS: _____

REFUND PAID TO: _____

ADDRESS: _____

Date Returned: _____ via: mail in person Visa/MC credit other By: _____