

Private Function Request Form

***Signed Contract, rental fee, deposit and guest list MUST be received 2 weeks or 14 days after receipt of contract, or the party will be considered cancelled and become available to others to rent. No party is confirmed until we have received signed contract, fees, and guest list.**

***PARTY REQUESTS MUST BE MADE BY PRIMARY OWNERS ONLY, IN GOOD STANDING OR W/ MANAGEMENT APPROVAL.**

Name: _____ Owner? YES / NO _____ Owner #: _____
CIRCLE ONE

Address: _____

City: _____ ST: _____ Zip: _____

Phone w/ area code: _____ 2nd Phone: _____ Email: _____

Party Location: _____ Party Date: _____ Party Start & End Time: _____

Type of Function: _____ # of People Attending: _____

Host of Party: _____ Phone: _____

Outdoor Areas*:

- Large Pavilion**, DATE: _____
MAX CAPACITY 80 PPL
a. 10 picnic tables, BBQ grill, electric
- Small Pavilion**, DATE: _____
MAX CAPACITY 60PPL
a. 8 picnic tables, BBQ grill, electric, bathroom (must share), water spicket
- Boathouse Pad #1**, DATE: _____
MAX CAPACITY 30 PPL
a. 4 picnic tables, BBQ grill, water spicket
- Boathouse Pad #2**, DATE: _____
MAX CAPACITY 45 PPL
a. 6 picnic tables, BBQ grill,
- Boathouse Pad #3**, DATE: _____
MAX CAPACITY 90 PPL
a. 12 picnic tables, 2 BBQ grills, electric and water spicket
- Party Pavilion #1**, closest to cafe DATE: _____
MAX CAPACITY 30 PPL
a. 4 picnic tables, lights & ceiling fans, electric
- Party Pavilion #2**, closest to Aquatic Ctr. DATE: _____
MAX CAPACITY 30 PPL
a. 4 picnic tables, lights & ceiling fans, electric
- Yard Space** (Example, Lodge Yard by lake, or waterfall by Stables) DATE: _____
(includes 50 chairs, delivered to area by LVL Staff – set up and arranged by the Owner/Family)

***Please call the
Recreation Office for
Rental & Deposit Fees!
314-658-9985***

Indoor Rooms/Areas*: Hours vary seasonally, rooms are available the hours of the building they are in. Building and office hours are subject to change.

- Gentry Hall in Lake Expo, DATE:** _____
(if Sat. rental, includes open to close Fri. & Sat. and 1st 2 hours of the day on Sun. times vary pending building hours and availability @ no additional charge) includes Concession Area & Coat Room & private restrooms
MAX CAPACITY OF 400 GUESTS (SEATED)
 - Includes your choice of 8 ft. rectangle tables (67), 400 chairs or 6 ft. round tables (67) with 400 chairs or any combination equaling the above numbers.
- Stewart Station In Lake Expo, DATE:** _____
MAX CAPACITY OF 30 GUESTS
4 tables, private restroom, electric
- Monroe Meeting Room, DATE:** _____
MAX CAPACITY OF 75 GUESTS. 10 tables upstairs in Lake Expo (pool view)
- Courtside Place at Lake Expo, DATE:** _____
MAX CAPACITY OF 45 GUESTS,
Upstairs in Lake Expo, court view, cable TV, 6 tables
- Fort Wilderness, DATE:** _____
NOTE: restrooms & laundry facility remain open for campers use.
MAX CAPACITY 150 GUESTS *(if Sat. rental, includes open to close Fri. & Sat. and 1st 2 hours of the day on Sun. times vary pending building hours and availability @ no additional charge)*
- Lodge Grotto & Lodge Patio, Stage, Cellar & Library DATE:** _____
MAX CAPACITY 200 GUESTS
Interior lower level includes concession room, Lodge Patio & Stage, Cellar & Library. Includes your choice of rectangle or round tables and chairs for max capacity. *(if Sat. rental, includes open to close Fri. & Sat. and 1st 2 hours of the day on Sun. times vary pending building hours and availability @ no additional charge)*
- Gathering Place, DATE:** _____
MAX CAPACITY 25 GUESTS. Private, quiet, located near park entrance, features yard space, front porch, back patio, private restrooms.

Available in Peak Season only, this area is not available for private rental in the Off Season.

***All MAX CAPACITIES are ABSOLUTE - - ACTUAL CAPACITY WILL VARY WITH FURNITURE SET UP, DECORATIONS & ARRANGEMENT. Exits, fire alarms & safety features CANNOT be blocked or hidden from view & use.**

Additional Services & Products:

- Picnic Tables
- 8 ft. rectangle tables
- 5 ft. round tables
- Cabaret Table
- Chairs, stacking straight chair

*Any party bringing more guests on the park than the max capacity for the facility rented MUST receive management approval, **additional fees will apply.**

INSURANCE *Any Owner bringing an **organized group** (people other than family and close friends), such as Boy/Girl Scouts, Churches, Schools, Businesses, Clubs, etc. MUST provide Lost Valley with a copy of their insurance policy listing Lost Valley Lake Resort as additionally insured for the duration of the party including no less than **\$1,000,000 liability insurance coverage.**

***DISCOUNTS:** Any charitable organization such as churches, schools, scouts, hospitals etc. as well as, Military, Fire, Police, First Responders receive 10% OFF Rental Fee, w/ proper ID.
Deposits are paid in full.

***PARTY RENTAL FEES AND DEPOSITS ARE NOT AWARDED POINTS.**

Date & Time Request was made: _____ Emp. Initials: _____