



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

### WEDDINGS/WEDDING RECEPTIONS

Non-refundable usage fee (includes attendant):	\$450.00
Refundable deposit fee:	\$300.00

- The usage fee and deposit fee are due at the time of the reservation
- A Four Seasons POA approved attendant will be required for Weddings and Wedding Receptions.
- Two hours of cleaning are included in the usage fee. In the event cleaning requires more than two hours, the amount will be deducted from your deposit
- **Make checks payable to Four Seasons POA**

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 deposit fee)**

We will need Activity Center prior to event to decorate at: \_\_\_\_\_ a.m. /p.m.

Event will begin at: \_\_\_\_\_ a.m. /p.m. Event will end at: \_\_\_\_\_ a.m. /p.m.

Please initial one:

\_\_\_\_ I would like to schedule a walk-through with Management

Date: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_ I have declined a walk-through with Management

By signing this reservation form, you are agreeing to:

1. Follow all rules of the POA Activity Center (see attached).
2. Use your best effort to ensure your group makes use of the Activity Center and furnishings in a careful and prudent manner.
3. Report any damage, spills or problems occurring during your use period, to Management.
4. Remove any and all articles that were brought in.
5. Certify that your event is being held directly for you, the property owner, or immediate family member. The property owner reserving the Activity Center must be present during the entire event and take full responsibility of adhering to the rules and regulations.
6. Submit the usage fee and deposit fee when the reservation is made to ensure availability for your event.
7. Complete the After Party Checklist and leave on the kitchen counter or return to the offices of Missouri Association Management, LLC, to receive the deposit fee in return.

**THE ENTIRE FACILITY WILL BE CLOSED TO ALL OTHER MEMBERS OF THE POA DURING YOUR EVENT.**

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

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**For Office Use Only**

Assessments Paid (all properties): Y or N

Usage Fee: \_\_\_\_\_ Deposit Fee: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_