

Rental Agreement for The Lakehouse at Southshore  
27151 E. Lakeview Drive Aurora, CO 80016  
Phone 720-870-2221  
Non Southshore Resident

Date\_\_\_\_\_

Name\_\_\_\_\_

Phone Work/Cell\_\_\_\_\_ Home \_\_\_\_\_

Email Address \_\_\_\_\_

Address\_\_\_\_\_ City\_\_\_\_\_

Zip\_\_\_\_\_

**Rates listed are per hour and are identified as renter is a Non Southshore Resident.**

\_\_\_\_\_ **Lakeview Room**

Refundable damage deposit \$500  
Max amount of people 100

\$110/hr Non Resident  
Total \$\_\_\_\_\_

\_\_\_\_\_ **Library**

Refundable damage deposit \$100  
Max amount of people 12

\$50/hr Non Resident  
Total \$\_\_\_\_\_

\_\_\_\_\_ **Theatre**

Refundable damage deposit \$500  
Max amount of people 27

\$45/hr Non- Resident  
Total \$\_\_\_\_\_

\_\_\_\_\_ **Cafe**

Refundable damage deposit \$250  
Max amount of people 25

\$50/hr Non Resident\*\*  
Total \$\_\_\_\_\_

\*\*\$80 flat fee when booked with the Lakeview Room

\_\_\_\_\_ **Lawn**

Refundable damage deposit \$100

\$30 per event Non Resident  
Total \$\_\_\_\_\_

\_\_\_\_\_ **Fire Pit/Grill**

Refundable damage deposit \$100

\$25 per hour cleaning fee  
\$40 per use Non Resident  
Total \$\_\_\_\_\_

Grand Total \$\_\_\_\_\_

Date of Function\_\_\_\_\_ Type of Function\_\_\_\_\_

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Number of Guests\_\_\_\_\_

Time of Function\_\_\_\_\_ Start\_\_\_\_\_ End\_\_\_\_\_

Total rental time (including set up and clean up) Start\_\_\_\_\_

End\_\_\_\_\_

Alcohol? Yes or No (Circle one)

Alcoholic beverages may be served as long as the renter abides by the following conditions:

1. No fee will be charged, either directly or indirectly, i.e. no cash bar.
2. Non-Residents serving alcohol will require contract with a licensed bartender.
3. No alcoholic beverages will be served to any person who is under the age of 21 or to any intoxicated person. YMCA staff reserves the right to request proof of age.
4. Renter acknowledges that the Lakehouse does not hold or maintain a liquor license and this permission to serve alcoholic beverages does not constitute a liquor license.
5. If any adult attending the event is abusing or misusing alcohol on the Lakehouse premises, the renter will take action to have such activities stopped and if necessary will notify the police to seek assistance.
6. The renter is solely responsible for any claim or liability that arises as a result of the serving of alcoholic beverages at Renter's event.
7. Any event where alcohol is served will incur a fee of \$20/hr for an additional staff member.

The Lakehouse is a non-smoking facility, including all inside and outside areas. Any violations will result in a \$100 dollar fine per offense. Smoking is permitted on in designated areas as instructed by staff. All cigarettes must be disposed of in approved receptacles.

\_\_\_\_\_ (initial) The damage deposit is due at the time of contract signing in order to secure your date.

\_\_\_\_\_ (initial) If the Renter cancels within 14 days of the event, 50% the deposit will be withheld. If cancelation is less than 7 days prior to the event, deposit will be forfeited.

\_\_\_\_\_ (initial) Payment for your rental must be received no later than ten (10) days prior to rental. If payment is not received ten (10) days prior to the event your reservation will be cancelled.

\_\_\_\_\_ (initial) If the event runs longer than reserved, additional fees of TWICE the normal hourly rate will be collected.

\_\_\_\_\_ (initial) Damage deposit may be kept for excessive disturbance to the neighborhood or any damage to the Lakehouse.

\_\_\_\_\_ (initial) A complete facility walk through (with the designated Renter) is required before event and upon completion of event. The Renter is responsible for paying full replacement cost or full repair cost of any damages occurred during rental.

\_\_\_\_\_ (initial) Room set up: We do not set up, or clean up for the Renters. We allow 30 minutes before the function starts to set up, and 30 minutes after the function

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ends for clean up, at no additional charge. If additional time is needed for set up and/or clean up, it must be figured into the rental time.

- \_\_\_\_ (initial) Decorations may be hung with non-abrasive tape such as masking tape, but no scotch tape, tacks, pins, or nails may be used for decorations.
- \_\_\_\_ (initial) All rentals will be charged for the entire length of their event.
- \_\_\_\_ (initial) The renter must be a minimum of twenty-one(21) years of age. The designated Renter on the contract must be in attendance during the entire time of the event. Failure to provide adequate adult supervision will be grounds for immediate termination of the event and participants will be asked to leave the facility.
- \_\_\_\_ (initial) All Renters will be required to clean the Lakehouse after their event to receive the damage deposit back. A \$25 per/hr fee will be withheld if additional cleaning is required.
- \_\_\_\_ (initial) Renter acknowledges that, except as specifically provided herein, Renter will not have exclusive use of the Premises or of the Lakehouse and that other portions of the Premises and the Lakehouse may be used by different individuals or entities. During the scheduled Renter's use, Renter will have use of the rented Premises, at the discretion of YMCA staff. Individuals may walk through the deck area during rentals for access to other portions of the facility.
- \_\_\_\_ (initial) All rentals and clean up must be completed no later than 12:00a.m.
- \_\_\_\_ (initial) All music must end by 11:00p.m.
- \_\_\_\_ (initial) The use of the pool is strictly prohibited unless rental of the pool has been secured.
- \_\_\_\_ (initial) A/V Equipment is available, but Southshore is not responsible for nonworking equipment. Renter is responsible for checking out the equipment prior to their event.
- \_\_\_\_ (initial) This is a Non Smoking facility. Violation will result in a \$100 fine per violation.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Will you require the furniture to be moved? Yes or No (Circle one)**

If yes, you must consult with the staff prior to moving any furniture. Any furniture moved must be approved prior to the event and must be returned to the original position after the event.

The damage deposit in the form of a check, made payable to the YMCA, or a credit card (Visa or MasterCard) must be submitted with this form to secure a date and staffing. All deposit checks will be cashed and credit cards charged when the contract is accepted. Refunds will be issued within fourteen (14) business days after your event.

Reservations are made on a first come first served basis. Community events on the calendar will take precedence.

The YMCA and Master Association reserves the right to reject any rental request if it is determined that the rental:

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1. Competes with any programs that are offered by the YMCA.
2. Disrupts or impairs the Lakehouse normal operations.
3. Is inconsistent with the image, reputation, purpose or function of the Lakehouse.
4. Any other reason as determined by the Board of Directors of the Master Association, Inc. In the event a rental request is rejected the Master Association and the YMCA shall have no liability, whether direct, indirect or consequential, to the member or any other person for damage or other remedy, except for a refund of the rental fee and deposit on the condition and in accordance with the terms of this paragraph.
5. Southshore Master Association, Inc. reserves the right to modify or terminate any Facility Rental Agreement and room reservation schedule to accommodate program changes or other unforeseen circumstances.
6. When a room reservation must be changed or cancelled, Southshore Master Association, Inc. staff will notify the member as soon as possible. If the member and Southshore Master Association, Inc. cannot agree upon a mutually agreeable alternative date and time for the room rental, the Facility Agreement shall be deemed terminated and the Renter will receive a full refund.
7. This Agreement is not transferable. Violation of this provision of any Agreement or any Southshore Master Association, Inc. rule or procedure, or regulation, will result in the immediate termination of this Agreement and planned event.

**Liability:** The YMCA of Metropolitan Denver will not assume responsibility for any injury while participating in any rental event. Nor will the YMCA of Metropolitan Denver be liable for lost or stolen items while guests or program participants are using the facilities on the rental premises. I give permission for the YMCA, without obligation to me to use any photographs, film footage, and/or tape recordings, which may include image's of my event for the purpose of promoting Events. I, the undersigned, for myself, my heirs, and assigns, do hereby release the YMCA of Metropolitan Denver and its branches, employees and agents from any claims for injury, death, and/or loss or damage I may suffer as a result of my rental.

I, \_\_\_\_\_, affirm I have read and will abide by the rules outlined in the Southshore facility guide.

**\*Please contact the staff at the Lakehouse to make an appointment with the Events Coordinator.** Email: [EDipasquale@denverymca.org](mailto:EDipasquale@denverymca.org) Phone 720-870-2221.

revised 8/12

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**FOR OFFICE USE ONLY**

**Date damage deposit received:**\_\_\_\_\_

**Check Number** \_\_\_\_\_

**Credit Card**\_\_\_\_\_ **Exp Date**\_\_\_\_\_

**Name as it appears on the card** \_\_\_\_\_

**Payment Date**\_\_\_\_\_

**Check Number** \_\_\_\_\_

**Credit Card**\_\_\_\_\_ **Exp Date** \_\_\_\_\_

**Name as it appears on the card** \_\_\_\_\_

**Additional Fees (To include extended hours, additional cleaning, damage, additional area use, smoking violation, etc.)**

\_\_\_\_\_  
\_\_\_\_\_

**Contract Received By** \_\_\_\_\_ **Date**\_\_\_\_\_

**Special Requests/Event Notes**

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