

CLUBHOUSE INFORMATION:

- 22 – 60” round tables (in ballroom closet) (seats 10 max)
- 11 – 6’ x 30” rectangular tables (kept in dining room and must be returned to dining room)
- 10 – 32” Round Cocktail Tables
- 200 chairs – white (in ballroom storage closet)
- **DINING ROOM CHAIRS CANNOT GO OUTSIDE**
- **BALLROOM TABLES AND CHAIRS CAN GO ONLY AS FAR AS THE CLUBHOUSE PORCH**
- Ballroom dimensions: Lakeside 55’ and East/West side 48’
- Do not move or use piano
- Prefer furniture not be moved but if do, must put back in place
- Tables and chairs need to be clean and returned to storage if used
- Only freestanding decorations (no tape, nails, staples, etc.)
- **No confetti or glitter of any kind**
- No Fireworks without prior approval
- No flames of any kind
- We do not furnish linens
- Hand soap and paper products (TP, hand towels, paper towels, tissues) and trash bags are provided
- Audio equipment is wired on stage but need to provide own microphone – most DJs have their own audio equipment
- Renter needs to obtain special event endorsement (insurance policy) – Renter needs to see if their homeowners can be extended to cover clubhouse for \$1M, if not then need to obtain special event endorsement. Special event insurance can also be obtained online. SEE YOUR CONTRACT
- The ‘Tenant’ that is on the Rental Agreement and the name on Special Event Insurance policy must be the same. Example: If Tina Smith is the one who signs the Rental Agreement, then Tina Smith’s name must be the name on the insurance policy.
- Damage deposit refunded provided there are no issues. The kitchen should be clean, trash emptied, and rooms vacuumed. Furniture put back if moved. No tape, staples, nails. No waxy residue. Will refund deposit week after event, if all criteria is met.
- GPS Address: 100 Lake of The Forest, Bonner Springs, Kansas 66012
- There are two electrical outlets located in the rock garden located in front of clubhouse on north side
- Gate Codes – Temporary Gate Code is _____ for wedding week
- Temporary Gate Code given out for renter and setup people and help.
- No decorations on streetlight poles.
- Friday is Lake Forest Happy Hour in basement Club Room beneath Dining Room. It begins around 5pm and continues into the evening. It has priority and will be held as it is for lake residents.
- Renters will need to use their renter’s key and arrange to let caterer and/or DJ into Clubhouse for their event.
- Clubhouse trash container area in south parking lot. All renters must dispose of trash in bags and put in trash containers by rolling door open, lifting lid, and tossing trash in container then closing lid back down. PLEASE DO NOT JUST TOSS IT OVER THE TOP. If the trash is NOT in the container, it could result in the forfeiture of you damage deposit.
- Wifi network for renters is ‘Clubhouse-Guest’ and the password is ‘lake’.
- Vacuums for cleaning up are in coat closet.
- When you are finished cleaning up, set the ballroom temperature to 60 degrees.

- Turn ballroom temperature down to 60 when leave clubhouse and turn dining room temperature to 60.
- Decorative porch lighting can be turned on at west end of CH porch, silver box.
- Dining Room capacity is 60 people.
- Ballroom capacity is approximately 220.
- RETURN OF CLUBHOUSE KEY: Key is to be put into the business office mail slot which is in the post office lobby to the right of the office door. The business office is located on the south side of the clubhouse through the double doors. There is a sign above the mail slot that shows where to drop the key.
- There is a designated smoking area for fire safety reasons, and it is the concrete patio on the west side of the clubhouse. There is a sand bucket there to dispose of waste.
- The fireplace is remote control and should only burn an average of 4 hours straight at a time, so the glass does not overheat and for safety reasons.
- Bringing in outside rental golf carts for events is not allowed.