

## 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 to be moved but if you do you must put it 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.
- 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 the 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 the basement Club Room beneath the 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 the caterer and/or DJ into the 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 your damage deposit.
- Wi-Fi network for renters is ‘Clubhouse-Guest’ and the password is ‘lake’.
- Vacuums for cleaning up are in the coat closet.
- Decorative porch lighting can be turned on at the west end of CH porch, silver box.
- The dining Room capacity is 60 people.
- The 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 an ash tray 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.

### **Cleaning Services**

Setting up tables and chairs - \$100

Wiping down and putting table and chairs away - \$150

Clean up - \$250\*

\*Clean up includes cleaning the kitchen floor, counters, and stove surfaces. Mopping and vacuuming the floors throughout the Clubhouse.

All trash should be picked up and placed in trash cans or inside the large trash bins in the parking lot. NO trash bags laying on the floors or anywhere else.

Checks for the cleaning services should be made out to **Amy Hilderbrand** and paid in full 1 week prior to your event.