

# LODGE RENTAL INSTRUCTIONS

When renting the lodge, each party has an obligation to see that the lodge is in good order upon leaving the premises. In order for you to know what is expected of you in this area, the following list has been prepared as a guide to ensure that your full rental deposit will be returned to you. If anything is broken or missing, the cost of replacement will, of course, be deducted from the deposit.

1. Papers and trash cleaned off the floor.
2. Please do not remove anything from the walls.
3. Tables wiped clean.
4. Furniture must remain in lodge at all times and be put back to their original places.
5. Kitchen counters, stove and sink wiped clean. Any spills in the oven must be wiped up. Failure to return the oven to original condition will result in a reduction from your deposit. Amount to be determined.
6. Any spills on either the kitchen floor or the main floor must be cleaned up.
7. All garbage must be removed to back deck and new trash bags put in receptacles. (We provide the bags which are under the sinks.)
8. You must furnish your own coffee, coffee filters, sugar, creamer, aluminum foil, plastic wrap, baggies, dish cloths, dish towels and ice.
9. All lights must be turned off.
10. DO NOT DRAG or SLIDE chairs, tables, trash, etc. across lodge floors.
11. You are renting the lodge for the predetermined date. Clean up of the event must be done IMMEDIATELY after your event. Failure to do so may result in forfeiture of your deposit.
12. Call Lake Holiday Private Security at 1-815-498-2911 or 1-815-474-5604 to inform them that you are leaving the building. You must stay until they come to lock up. Do not leave the building unattended.

If the above procedures are not followed appropriately, we will determine upon inspection an amount to be withheld from your deposit.

Thank you for your cooperation.

## Additional Information:

Tables:

- |                                   |                                  |                                    |
|-----------------------------------|----------------------------------|------------------------------------|
| 1.) 9 round tables - 60" across.  | 3.) 8-8' plastic banquet tables. | 5.) 5 - folding 6' plastic tables. |
| 2.) 3- 6' plastic banquet tables. | 4.) 7-8' metal banquet tables.   |                                    |

Chairs:

- |                         |  |
|-------------------------|--|
| 1.) 74 cushioned chairs | 2.) 44 metal chairs(more chairs available upon request)<br><b>(145 people is the maximum allowed by fire code)</b> |
|-------------------------|--|

Stove, refrigerator and freezer can be used during rental.

## Items not available:

table linens  
sound system  
dishes (unless prior arrangements made)

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