

Lake Forest Association Eastwood Lake Park Large Group Gathering Request (v. 4/12/18)

Please complete, scan and attach a pdf to an email to: Park@LakeForestAssociation.org

Member Name: _____ Phone: _____ Date of request: _____

Street Address: _____ email: _____

Date of gathering: _____ Start/End Time: _____ # of people expected: _____

Numbers attending by age: (0-12 years): _____ (12-18 years): _____ Adult: 18 years and older: _____

Members only: Only members current in their dues may request and host large groups at Eastwood Lake Park.

Group gatherings: Any group of 15 or more at Eastwood Lake Park must first be approved by the LFA. Members requesting a large group gathering at the park must first complete and submit a request **at least two weeks** prior to the gathering. Groups are limited to a 40-person maximum, including the member and member's family. Booked groups are limited to the number of people specified on this booking form. If these numbers increase, LFA staff must be notified a minimum of 48 hours prior to the gathering for approval. LFA staff have the right to refuse entrance to the park for those who exceed the specified number of people expected at the gathering.

Approval for gathering: Your group gathering request will be confirmed by LFA staff via email within one week of receiving the request form.

Sharing the park: The park is never closed to LFA members because of a large group gathering. Expect other LFA members to be using the park during the time of your gathering. Other groups may be in attendance as well. Hosts cannot reserve or assume that they have priority for particular parts of the lake park without prior approval.

High volume days: Group bookings cannot be made for most holidays and days that are historically high volume days at the park. Please contact the Season Program Manager at Park@LakeForestAssociation.org to determine if the Park is open for group bookings.

Staff: LFA staff are available during in-season days and times to assist in set up, unload, clean up trash/recycling hauling. **STAFF ARE NOT LIFEGUARDS NOR BABYSITTERS.** Depending on the size of your gathering, it may be necessary to hire additional staff for the park. **IN Season:** If this is the case, the gathering host is to pay for extra staff time at a rate of \$15 per hour, paid to the LFA. **OFF Season:** LFA Staff members can be hired at a rate of \$15 per hour (paid to the staff member directly). You may not hire non-LFA Staff members for your events without prior approval.

Staff requested? (circle one): Y N

Bathroom/Dressing Area: A bathroom is located in the beach shed. The beach shed is locked when LFA staff are not on duty. The dressing area, located adjacent to the beach shed, is unlocked at all times. A key for the beach shed is available upon request for gatherings held off season.

Gate: DO NOT share the electronic gate code with your guests. You may request that the gate be set to "open" during your gathering with one week notice.

Gate set to "open" for gathering? (circle one): Y N

Host responsibilities: Hosts must read and understand all LFA Lake/Park rules and share them with guests. Hosts must be present for the duration of the gathering and are responsible for the behavior of their guests at the gathering. Hosts are responsible for leaving the park in good condition: trash liners carried to street and placed in city bins; all sports equipment put away; beach area clean of trash and sand toys returned to bin; all picnic tables returned to original location; all personal items taken with you; and beach shed left clean (and if off season: locked, key returned where found).

I have read, understand and agree to the above LFA Large Group Gathering Rules AND all LFA Park/Lake Rules as I provided with this form and listed on the LFA website.

Host Signature: _____

_____ Date: _____

LFA STAFF TO COMPLETE:

LFA Dues PAID? Y N

Date Available? Y N

Staff Needed: Y N

Staff hired: Y N

Staff fees collected Y N

Approval date: _____

Email confirmation with rules: _____ (date)