



The Lake Mansion & Garden Pavilion

Make YOUR event historic, steps from the Truckee River
 Owned and operated by VSA Nevada, a non-profit organization



250 Court Street at Arlington Ave. • Reno, NV 89501 • Phone (775) 826-6100 • FAX (775) 337-6107
 www.vsanevada.org • www.lakemansion.com • info@vsanevada.org

FACILITY USE APPLICATION/CONTRACT

We WELCOME your event/meeting to the mansion and are flexible in determining the best location at the mansion for your function. Please let us know your preferences and we will work with you on availability and price.

Remember, you can self-cater or hire your own caterer providing flexibility and savings.

Name of Renter (responsible party): _____

Organization (if applicable): _____

Primary Contact Person: _____ E-mail: _____

Address _____ City _____ State _____ Zip _____

Phone: Day _____ Cell _____ Evening _____

Secondary Contact Person: _____ E-mail: _____

Address _____ City _____ State _____ Zip _____

Phone: Day _____ Cell _____ Evening _____

Space(s) requested: Main level and porches _____ Foundation Room / Lower Level _____
 Garden Pavilion & Patio area _____ Full Property _____ Other _____

Date for facility use _____ Number of hours for facility use _____
 (Minimum rental is 4 hours (see exceptions below), include time for set-up and clean-up)

Arrival Time _____ Departure Time _____ Event Start Time _____ Event End Time _____

What type of function will be held? _____ Approximate # of people attending? _____

Will alcohol be served at the function? Yes* _____ No _____ * If alcohol is served, an additional \$200 deposit is required.

LAKE MANSION WILL ASSIST YOU IN COMPLETING THIS PART	Main floor Mansion	Lower level	Garden Pavilion	All
EVENTS (parties, weddings, etc.)				
4 hours minimum, except during business hours (M-F, 8-5) 2 hour minimum and hourly charge applies	\$800 (\$200 an hour)	\$250 (\$60 an hr.)	\$600 (\$150 an hour)	\$1500 (\$375 hour)
Additional time over 4 hours	\$100 per hour	\$25 per hour	\$75 per hour	\$100 per hour
Major Exhibit/Furniture Moving or Set-up (if applicable, discuss before event)	\$25/hour, coordinate with Lake Mansion	\$25 an hour	\$25 an hour	\$25 an hour
USE OF KITCHEN (included in Main Floor rental and All) additional charge otherwise	Included	Not applicable	\$100	Included
MINUS 20% for 501c3 Non-Profits				MINUS
				TOTAL

MEETINGS in your choice of the Garden Pavilion, Lower Level or Dining Room up to 40 people (with approval)	Office hours M-F, 8-5 (no minimum)	After hours (2 hour minimum)	TOTAL
Non-Profit 501(c)3 only	\$25 per hour	\$40 per hour	
For-profit	\$50 per hour	\$50 per hour	

DEPOSIT for all areas (Damage and cleaning) refundable, separate payment held	Does not apply to meetings		\$300
Alcohol served		plus	\$200
		TOTAL	

Special Requests or Accommodations: _____



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Additional equipment needs (included in price except as noted):

Item	# available	# requested	
Chairs, padded white	60		
Chairs, folding, padded, patterned	45		
Tables, rectangle plastic, 30" x 6-foot	15		
Tables 48" round wood, seats 6 (require linens)	4		
Tables 60" round wood, seats 8 (require linens)	4		
floor easels (black/gold)	Decorative		
floor easels (black)	presentation		
table easels (black)	Selection		
Sound system and microphone	1		
Santa suit (one size fits most)			\$25 fee
Total Additional Equipment Rental Fee			

_____ As a user of the Lake Mansion building and/or grounds on _____, I/we assume responsibility for any injury that may occur before (set-up), during or after (clean-up) the event by one of our guests, staff, volunteers or the public. We are responsible for any damage to the building, equipment or grounds that may occur before (set-up), during or after (clean-up) the event.

_____ I have received a copy of the Lake Mansion Facility Use Rules, understand them, and agree to abide by, and also insure that my guests and vendors abide by them during my event. (Additional copies of these rules are available on request.)

_____ I understand in the case of events, that a cleaning and security deposit of \$300 is to be paid no less than thirty (30) days prior to my event date unless other arrangements have been made. If alcohol is to be served, an additional deposit of \$200 will be required. This will be refunded within two weeks following the event, less the amount of any damages to the property or cleaning fees required. I understand that my date is not guaranteed until VSA Nevada has received this deposit.

_____ Not less than thirty (30) days prior to my event, unless other arrangements have been made, I must furnish VSA Nevada with proof of insurance in the amount of one million (\$1,000,000) dollars and assume all liability in conjunction with this event. A certificate of insurance to include "Lake Mansion named as additional insured on (date and time of event)" is to be provided for facility rental. Failure to provide proof of insurance may result in the cancellation of my event reservation. Please contact us with questions.

_____ I understand that groups who exceed the number of hours paid, for any reason whatsoever, will be charged an additional fee that will be taken out of my security/cleaning deposit. Overtime is rounded to the quarter hour and charged accordingly.

_____ I agree to take responsibility for any and all additional items (chairs, tables, easels, etc.) used during my event. If any item I use is lost, damaged or destroyed, I agree to pay for its replacement at full replacement value, such value to be determined at time of replacement. I further understand that any Deposit owed to me will be withheld pending determination of replacement costs.

_____ I understand that my full rental fee of \$ _____ is to be paid no less than sixty (60) days prior to my event date, unless other arrangements have been made. Failure to pay this amount, or failure of the payment to be honored by my bank, may result in cancellation of my event reservation. Rental fees are subject to change and venue booked, by other parties until all fees paid.

_____ In the event that I cancel my event, I understand that a percentage of my rental fee will not be refunded.

Once the Rental Fee is paid:

Cancellations made 90 days or more prior to the event will result in a \$200 administration fee for Events, \$10 for Meetings

Cancellations made 89 days - 60 days prior to the event will result in a 50% forfeiture fee for Events, \$25 for Meetings

Cancellations made 59 days - 30 days prior to the event will result in a 75% forfeiture fee for Events, \$25 for Meetings

Cancellations made less than 30 days prior to the event will result in no refund.

_____ Payment(s) will be made by credit card. A credit card information form is attached.

_____ Payment(s) will be made by cash or check, payable to VSA Nevada/Lake Mansion.

-----**FOR LAKE MANSION USE ONLY**-----

Date of facility tour _____ by _____

Total Rental Fee: _____ Date Due: _____

Date Fees Rec'd: _____ Rec'd by: _____

Date Insurance Certificate rec'd: _____ Rec'd by: _____



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Amount of deposit returned _____ Date deposit returned _____ by _____ 1/10 updated

Facility Rules (apply to the Lake Mansion, Garden Pavilion and grounds):

- **Alcohol:** Renter assumes all responsibility for alcohol consumption, including limiting servings and complying with Nevada State laws' minimum legal drinking age. Mansion personnel have the authority to contact the police if the law is violated.
- **Animals:** Service Animals are welcome; all other animals are NOT permitted on the premises.
- **Antiques & Artwork:** Artwork, furniture and antiques should not be moved without prior approval. Those wishing to have the art exhibits or selected pieces of furniture removed for their event will need to make arrangements with the Site Coordinator in advance at an additional charge. Please be advised that certain display equipment and some furnishings cannot be moved.
- **Candles & Open Flame:** Open flame is not allowed in the Lake Mansion and candles of any kind are allowed only upon written approval.
- **Confetti, Birdseed and other "tosses":** No birdseed, rice, confetti, or glitter is allowed in the mansion or grounds.
- **Furniture:** Glasses, cans or bottles should not be placed on any wood furniture without a protective covering.
- **Holiday Closures:**
The Lake Mansion will not normally be available for private events on the following days:
Thanksgiving Day, Christmas Eve, Christmas Day, and New Year's Eve. Special arrangements may be made and may require additional cost.
- **Injury:** User is responsible for any and all injury occurring during contracted time.
- **Insurance:**
In addition to the fees, facility users must furnish VSA Nevada with Proof of Insurance and assume all liability in conjunction with the special event, fund-raiser, or meeting. A Certificate of Insurance with the Lake Mansion and VSA Nevada named as Additional Insured on your event date is required 30 days prior. Please contact us if you have questions on this requirement.
- **Kitchen & Appliances:**
Included with the rental of the Lake Mansion main building; a large refrigerator (no freezer), 2 warming drawers and a convection oven. Any food/drink or disposable serving equipment left after your event will be discarded.
- **Minors:** Children must be under adult supervision at all times.
- **Music:** Audio and audio-visual equipment may be used for your event. The volume cannot extend beyond the boundaries of the Lake Mansion. Attention should be given to the power requirements of equipment before installation. This rule applies to equipment by live performers, DJ services and personal equipment. A single-disc CD player connected to speakers throughout the main floor of the Mansion is available.
- **Rental Items:** Third party rentals are the sole responsibility of the renter.
- **Set-Up/Clean-Up:** User is responsible for set-up and clean-up including returning items (tables, chairs) to their original location and collection and removal of all trash to Lake Mansion trash can.
- **Smoking:** No smoking is allowed in the Lake Mansion, porches, Pavilion or grounds.