



Lakes Recreation Center at Westbrook Village

19251 N. Westbrook Parkway, Peoria, AZ 85382

Phone: 623-566-6181

Email: janl@westbrookvillage.org

reneep@westbrookvillage.org

Location:	Lakes Multi-Purpose Room	Name of Event: Elections
Event Date:	October 28 th - November 3 rd	Event Time: Oct 28, to Oct. 31st 9:00am – 7:00pm (Doors open for workers 8:00am, out 7:30pm) No Sunday, November 1st. Monday, Nov 2nd 9:00am to 5:00pm Election Day Nov. 3rd - 5:30am – 9:00pm (workers: 5:30am-9:00pm)
Contact:	Elena Molina	Phone: 602-506 -6527
Address:	Maricopa County Elections Polling Place Assoc. 510 S. 3 rd Avenue Phoenix, AZ 85003 602-506-5112 (fax)	
Email:	emolina@risc.maricopa.gov	
Notes/ Setup Times:	Elena Molina with County Elections has changed our one day to 7 days for elections to take place from October 28 – November 3. Approved by K. Jones GM. Contract \$125 x 7 days per agreement, plus cleaning fee of \$400.00 Open Election Day, November 3rd from 5:30am to 9pm Hours written above.	

LAKES RECREATION CENTER - Non-Homeowner				Rate
Lakes MP Room				\$875.00
\$125.00 X 7 DAYS = \$875.00				
Cleaning Fee Non-Refundable				\$400.00
				Tax 2% \$0.00
SUBTOTAL				\$1,275.00
WAIVED -Reservation fee (Non-refundable) due at signing - \$500 or 50% if total due is less than \$500- Due at signing				\$0.00
GL#4580	Check #	Date:	Received by:	
SUBTOTAL				\$1,275.00
WAIVED -Damage Deposit (refundable with no damage or additional cleaning or staffing hours)(\$200 MP) (\$100 per Sec A,B,C) (\$500 Ballrooms)				Waived
GL#2180	Check #	Date:	Received by:	
BALANCE DUE				\$1275.00
Final payment	Check #	Date:	Received by:	
FINAL PAYMENT GL#4580	OF: \$			
SECURITY PAYMENT GL#4790	OF: \$			
DAMAGE DEPOSIT GL#2180	OF: \$			
FLOOR PLAN, CATERER DOCUMENTATION AND NAME OF ENTERTAINER				

Signed at Facility Rental Agreement:

I understand by signing below, my deposit check I will be paying today ___/___/___ of \$ 400.00 is **nonrefundable**.

Signature: _____ Date: _____

WVA Initials: jl Date: 8-24-20

**Westbrook Village Association
Rental Agreement
Lakes Recreation Center**



The LESSEE is:

The LESSOR is Westbrook Village Association, herein referred to as WVA, whose address is 19281 N. Westbrook Parkway, Peoria, AZ 85382, whose telephone number is (623) 561-0099.

In consideration of the payment of:

1) RENTAL FEE: \$ 875.00 per day 2) Cleaning DEPOSIT: \$ 400.00 non refundable the LESSEE and WVA enter in an agreement for the rental of the premises for the purposes stated above.

Subject to these terms and conditions:

1. LESSEE shall abide by the rules and regulations established by WVA for use of its facilities and shall be responsible for the proper conduct of all guests, and service vendor(s) using the facilities as a result of the rental agreement.

2. LESSEE shall deposit with WVA the sum of \$200 or \$500, based on reserved facility, as a damage deposit to insure that the facility is left in good condition. The LESSEE and a WVA representative will conduct an inspection immediately before and after the event to assess the condition of the facility.

3. LESSEE shall pay a room **NON-REFUNDABLE** Reservation Fee in the amount of \$500, or 50% if total due is less than \$500, at the time the contract is initiated.

4. Any CANCELLATIONS must be received in writing.

- Monies collected after the payment of the Non-Refundable Reservation Fee
 - will be fully refunded if event is cancelled 90 days prior to the date of the event
 - will be 75% refunded if event is cancelled 60-89 days prior to the date of the event (25% retained by WVA)
 - will be 50% refunded if event is cancelled 30-59 days prior to the date of the event (50% retained by WVA)
 - will be 0% refunded if event is cancelled less than 30 days prior to the date of the event (100% retained by)

5. LESSEE agrees to indemnify and hold WVA harmless of any and all damages or claims made against WVA as a result of the LESSEE'S use of the facilities, including but not limited to the payment of court costs and reasonable attorney's fees of WVA. LESSEE specifically acknowledges that they shall not sell any alcoholic beverages on the premises to any guest, and/or vendor as a part of the rental agreement. LESSEE must describe the gambling activity in writing when the initial paperwork is submitted for approval. Gambling for profit is prohibited in all common areas of WVA.

6. LESSEE has read and received a copy of the Rental Guidelines from the Recreation Center's Manager and agrees to abide by them.

7. If any litigation results from a breach of this contract, the prevailing party shall be entitled to court costs and reasonable attorney's fees.

If any member of the rental party misrepresents the circumstances and/or the people involved in this event or displays any dishonesty, said actions may result in the forfeiture of rental rights in the future. It is important that you submit correct and complete information about your event.

LESSEE, or delegate identified by Lessee, is required to be present before, during, and after the contracted event, and must be available for the walk-thru inspections.

8. In order for the event to end as contracted, the lessee understands and agrees to stop all music/entertainment 1 hour prior to the end of the scheduled event. This is to ensure that all décor has been removed, entertainers/bands/DJs have time to pack up their equipment and the final walk through inspection can be completed prior to the contracted vacate time

Any date changes made to this contract prior to 90 days before the scheduled event require an additional charge of 50% of the non-refundable reservation fee and are dependent upon facility availability. Date change requests that are made less than 90 days prior to the scheduled event require a new contract and will result in the complete forfeiture of the nonrefundable deposit.

Any violence on WVA property or damage to WVA property will result in the damage deposit being forfeited.

IN WITNESS whereof, the Parties have executed the Rental of the Recreation Facilities
on the day of

LESSEE:

WVA REPRESENTATIVE:

Signature Date

Jan Lawlor 8.24.20_____
Signature Date

Westbrook Village Association Recreation Facilities Rental Guidelines



The following are the rental guidelines. Your signature on the contract specifically means you agree to the following terms of the rental regarding the Westbrook Village Facilities.

1. The rooms may be used on the following specified holidays by any Homeowner/Lessee in good standing, if it does not conflict with a Westbrook sponsored event: Memorial Day, Fourth of July, Labor Day, New Year's Eve, Hanukkah and Easter. The facilities are not available the day before Thanksgiving after 4:00 P.M., Thanksgiving Day, Christmas Eve after 4:00 PM, Christmas Day, New Year's Eve after 4:00 PM or New Year's Day.
2. Events must be contained within the RESERVED AREAS ONLY. Additionally, any equipment used for the event must remain in the RESERVED AREA ONLY. No one is permitted to be beyond the fenced-in pool area. If a guest, adult or child is found within the fenced-in pool area, a member of the Staff will take action to correct the situation up to and including calling the Peoria Police Department. Golf courses in the area are a separate entity from the recreation center facilities.
3. Westbrook Village Association does not own the Westbrook Village Golf Clubs. Permission to use golf course property must be obtained from the course management. Incidents regarding trespass and/or injury on golf course property shall be the liability of the Homeowner/ Lessee.
4. All outside doors to the rooms must remain closed at all times during the function.
5. Smoking is not permitted within WVA property. Smoking areas will be pointed out to you during your pre-event tour. Ashtrays are available in appropriate areas only. Lessee or guests found smoking within non-smoking designated areas may result in fines.

No open flame candles are permitted; they must be enclosed in a container such as a hurricane lamp or glass bowl.

Flower petals, rice, birdseed, sparkles and glitter are not to be used whatsoever. If these items are used without consent of WVA, there will be an additional cleaning charge of \$200 deducted for the damage deposit refund.

The sale of alcohol is NOT permitted. No alcohol permitted outside of Recreation Center gated area.

6. A completed floor plan must be turned in a minimum of 30 days prior to the event. No food or equipment shall be stored on the property outside of the dates of this agreement, unless approved by WVA. If approved, Lessee must sign an additional liability waiver for storage of food and/or equipment.
7. Food deliveries by caterers are allowed through the front auditorium door only. No caterers/entertainers/suppliers are allowed to park in the back of any WVA building. No vehicles are allowed to park/load/unload in the of WVA buildings.
8. The LESSEE is responsible for the caterer's removal of all catering equipment and clean up, which includes the kitchen and all parts thereof. If additional cleaning is required, the LESSEE will be notified and fees shall be deducted from the damage deposit. Stains on the carpet that require more than general cleaning will be charged to the Lessee. The damage deposit will be released when all fees due WVA are paid in full. Damage deposit refunds can take up to three weeks to be received.
9. Any scheduled musical entertainment must contact WVA at least 30 days prior to the event to discuss equipment set up and the policies regarding noise abatement and ending times for the music, along with what the musical entertainment's power and electrical requirements are.
10. The facility that the lessee is renting is located within WVA's active adult community Recreation Center. The WVA Recreation Centers remain open to our residents and their guests during that time. WVA regularly scheduled activities will continue to occur during the rental period.
11. If the Lessee hires a professional decorator service, the decorator service must contact WVA a minimum of 30 days prior to the event. The decorator service must understand and agree to the established WVA decorating guidelines and restrictions.

The following is a partial list of cleaning duties that are expected to be completed by the LESSEE.

- Clean all kitchen surfaces, floors, appliances, and all used equipment.
- All catering supplies must be removed by scheduled end time of event.
- Removal of all decorations, including fabric, tape, pins and flowers, centerpieces, set pieces, etc.
- Stage and dance floor left clean and free of debris and damage
- All trash to be in trash containers
- All items must be removed from refrigerator and freezer.

A walk-through inspection of the rental space will take place before and after the function with the LESSEE and a WVA representative.

LESSEE Signature : _____ Date: _____

Given to LESSEE: Date 8.24.20 n/a Initials jl

CATERING/ENTERTAINMENT TO COMPLETE



CATERER AGREEMENT

Name: NON-APPLICABLE

Date: _____

Location: _____

All Caterers, including homeowners representing themselves as caterers,
Are not allowed to prepare food in the Recreation Center kitchens.
They may use the facilities to keep food warm or to chill food and drinks.

I. As a duly licensed caterer, I agree to abide by the Catering Policies as initiated by the Westbrook Village Board of Directors. If I, or any of my staff, fail to abide by the said Policies, I acknowledge that the Westbrook Village Association has the right to terminate any future catering contracts at Westbrook Village.

NEED: General Liability Insurance _____ Permit to Operate _____

Workman's Compensation Insurance _____

Name of Catering Company (Please print)

Phone Number

Business Address (Please print)

Name of Owner (Please print)

Signature of Owner

Date

Entertainment Agreement

Non-Applicable

Name of Entertainment Company (Please print)

Phone Number

Business Address (Please print)

Name of Performer (Please print)

Additional Contacts (Photo Booth, Photographer, Bakery, Etc.)

Description:

Name: _____ Phone Number: _____

Description:

Name: _____ Phone Number: _____

Description:

Name: _____ Phone Number: _____

-
- Event Name: _____ Date: _____ Time: _____
- Stage
- Dance Floor
- C
- B
- A
- Lobby
- 100'
- 100'
- LAKE BALLROOM - Full Auditorium, Seats 300
- All floor plans must be approved by Event Services Department. No changes permitted within 30 Days of Event.

[illegible]

- Westbrook Village Rental Contract

Vendor List

Caterers

	Location	Phone
Atlasta Catering www.atlastacatering.com	428 E. Thunderbird Ave Phoenix	602-242-8185
Babbo Italian Eatery www.babbos.com	Loop 101 and 67th Ave	623-566-9898
Classic Catering www.classiccateringltd.com	9855 W. Peoria	623-933-4903
Heidi's Catering www.heidisevents.com	2095 W. 15th St. Tempe 85281	480-491-5254
Sharko's Catering www.Sharkos.com	4522 N. 26th Dr.	602-242-2662
The Links Restaurant www.thelinksgrill.com	18823 N. Country Club Pkwy	623-561-1681



Linen Rentals

Big Day Rentals www.bigdayrentals.com eva@bigdayrental.com	Eva Meade	602-510-9765
Munkeboe Linens www.munkeboelinens.com mplr07@cox.net	Ken	480-483-6722
Special Events Linens www.specialeventslinens.com hkeehr@hotmail.com	Holly Keehr	602-353-8755



Westbrook Village does not have any affiliations or agreements with the vendors on this list. This is intended to be a helpful list of area vendors that have provided services you may require.