



P.O. Box 39, 13919 Lake Francis Road, Dobbins, CA 95935
(888) 993-7344 (CA only) ** (530) 692-1700 ** FAX (530) 692-1708

Lake Francis Resort Use Policy

Please initial by each statement signifying you have read and understand the policy.

Deposit:

Confirmation of your event requires a refundable deposit of the first night's stay on each site (\$500.00 if reservation includes catering) to secure the date, time and facility of your choice. Function date/space will be held a maximum of 14 days from date of booking, pending receipt of deposit, signed Facility Use Form, and signed Resort Use Policies. If a deposit is not received within those 14 days, the tentative booking will be cancelled. If the opportunity arises to sell the date/space prior to receipt of a deposit, we may require an immediate deposit. Deposits may be given with a credit card or check. A valid credit card must be on file before the reservation is confirmed for any additional charges.

Deposit Refund:

If, for any reason, you cancel your reservation after the deposit has been received, a full refund will be issued up to 90 days prior to your event. If your reservation is cancelled 89 to 31 days prior, we will refund 50% of the deposit. Should you cancel within the 30 day period prior to your event, the entire deposit is forfeited. A signed Facility Use Form is also required for any refund. _____

Guest Count Guarantee:

Number of **Guests, Sites, and Menu** must be confirmed 30 days prior to arrival. Once specified, this number of sites and guests is a minimum guarantee, which is not subject to reduction, and charges will be made accordingly. **For catered meals: You will be charged for the confirmed guest count.** If Lake Francis Resort (LFR) is not notified of the guaranteed attendance by the deadline, the number originally estimated will be the guarantee. Balance is due by close of business, the day prior to departure. _____

Alcohol Policy:

No outside alcohol is allowed in the "Resort Area: courtyard, gazebo, lodge, field area." All alcohol consumed in the courtyard or gazebo area must be purchased through Palace Restaurant or restaurant catering. You may bring in your own wine; there is a \$7.00 corkage fee per bottle. There are no exceptions to this rule. _____

Price Guarantee:

Prices are guaranteed for 90 days prior to a function and only with a signed Facility Use Form. Any function booked more than 90 days in advance may be subject to price changes. _____

Decorations:

If your event allows for decorations: Decorating may be done up to 4 hours prior to the event, unless otherwise established. Use of glitter or confetti is prohibited. Taping, stapling or attachment of any material to furniture or walls is not permitted. Taking down any current displays in any building is also prohibited. Candles must have drip pans and/ or hurricanes. Please discuss your decorating plans with the LFR Group Coordinator prior to installation.

Clean-Up Expectations:

Removal of any and all decorations, plus clean-up of all litter, including cigarette butts, in the facility you used must be done by 10:30 p.m. on the day of the event. If your event was not catered by LFR you must clean and stack all chairs and tables that you used. If you move any furniture, you are responsible to return the furniture to its original place.

The area must be left as clean as you found it. A \$100.00 an hour cleaning fee will be charged to the credit card on file for any necessary clean up after your event. _____

Damages:

Customer scheduling an event assumes full responsibility for the conduct of its guests and is liable for any and all damage which might be incurred. _____

Responsibility for Loss:

LFR will not assume responsibility for damage to, or loss of any item or article left at the facilities or campground. _____

Pet rules:

No pets are allowed in retreat, deluxe, mini deluxe cabins, or park model units. Pets are allowed in RV, tent, and rustic cabins. Limit 3 pets per site. Charge is \$2.00 per pet per night. There is a \$100 charge for unregistered pets. Pets must be leashed at all times, sleep inside with you, be cleaned up after immediately, and not left unattended. No pets are allowed inside fenced pool area. _____

Sundry rules:

All cabins are non-smoking units. No linens are provided. Missing or damaged items in the cabins will be charged to your credit card. Evidence of smoking in cabins will result in a \$250.00 charge being applied to your credit card. \$5.00 will be charged to your credit card for any cabin keys not returned to the office at checkout time. Resort gates are locked from 10 p.m. to 8 a.m. Check in time is 4 p.m.; checkout time is 11 a.m. _____

Retreat Center:

No cooking, no barbecues, or fires allowed in cabins or Retreat Center.

Fires:

No open fires are allowed. Fires are restricted to LFR fire rings, hibachis, BBQ's, and camp stoves or you may rent a portable, enclosed fire pit from the office for \$3.00 per night. _____

Room / Equipment rental Rates:

Effective January 1, 2008, all meeting rooms and equipment will be charged accordingly: Retreats will continue to receive one (1) meeting room as a part of their package. If you would like to reserve any of the following, please let the Resort know as soon as possible. All accommodations are subject to availability. _____

- Yurt (Campground or Resort) - \$25.00 per 6 hour period or \$65.00 per day
- Gazebo - \$100.00 a day
- Amphitheater - \$25.00 per 4 hour period or \$50.00 a day
- Lodge - \$100.00 a day
- Group Fire Pit (Fire Bowl) - \$25.00 a day
- 20 X 40 Tent - \$400.00 a day
- Portable Stage - \$50.00 a day
- PA System - \$75.00 a day
- Projector / Screen - \$25.00 a day
- Outdoor heater - \$30.00 per 4 hour period
- Magicator (propane) BBQ- \$100.00 a day
- Griddle - \$100.00 a day
- Smokers - \$50.00 per day

Agreed by the renter:

Signature: _____

Date: _____

Name of Group: _____

Date in: _____

Agreed by Lake Francis Resort

Signature: _____

Date: _____