



## NON-RESIDENT EVENT ROOM RENTALS

APPLICATION MUST BE FULLY COMPLETED. APPLICATIONS WILL BE APPROVED BETWEEN 7 & 10 BUSINESS DAYS. APPLICATIONS THAT ARE MISSING INFORMATION WILL EXTEND THE APPROVAL TIME. EVENT DATES WILL NOT BE HELD UNTIL RECEIPT OF COMPLETED APPLICATION AND PAYMENT(S).

Responsible Parties Name (Renter) \_\_\_\_\_

Address \_\_\_\_\_

MOBILE # \_\_\_\_\_ HOME # \_\_\_\_\_ WORK # \_\_\_\_\_

Event Planner's Name \_\_\_\_\_ Phone # \_\_\_\_\_

Event Description \_\_\_\_\_

### Event Dates & Times

FROM DECEMBER - MARCH THE LOMC ENTERTAINMENT COMMITTEE HAS PRIORITY OVER ALL OTHER EVENTS, PLEASE CONTACT THE LOMC EVENT SPACE COORDINATOR TO CHECK AVAILABLE DATES IN ADVANCE.

ALL EVENT ROOMS ARE AVAILABLE FROM 7:00AM – 12:00AM (MIDNIGHT). PLEASE PLAN YOUR EVENT TIMES CAREFULLY. IF YOUR EVENT GOES PAST YOUR APPROVED TIME, THERE WILL BE HOURLY OVERTIME FEES ASSESSED. (PLEASE SEE PRICE SHEET FOR ALL COST & FEES)

Date of Event \_\_\_\_\_ Hours of Event \_\_\_\_\_

Setup & Break-Down Times \_\_\_\_\_

(TO BE FILLED IN BY LOMC EVENT COODINATOR)

Number of Attendees \_\_\_\_\_ Number of Event Organizers/workers/staff \_\_\_\_\_

Event Room: ☐ LOMC Ballroom (\$1000.00) ☐ LOMC Blue Room (\$500.00) ☐ LOMC Oak Room (\$200.00)  
(Maximum Capacity 300) (Maximum Capacity 133) (Maximum Capacity 65)

### Security

THE CLUBHOUSE AND ALL FUNCTION ROOMS MUST BE UNLOCKED PRIOR TO THE EVENT BY LOMC SECURITY WHICH WILL BE PRESENT UNTIL THE TERMINATION OF THE EVENT. ONLY LOMC CONTRACTED SECURITY CAN BE USED. COST IS \$22.50 PER HOUR. BALLROOM RENTALS WITH A CAPACITY OF 175 OR MORE REQUIRE 2 SECURITY OFFICERS.

(THIS SECTION TO BE FILLED OUT BY LOMC EVENT COODINATOR)

Security Hours \_\_\_\_\_ Number of Officers \_\_\_\_\_ Security Cost \_\_\_\_\_ Security Invoice Ref # \_\_\_\_\_

### Cleaning Deposit

CLEANING DEPOSIT WILL BE RETURNED IF THE EVENT SPACE WAS CLEANED

Cleaning Deposit \_\_\_\_\_ (Separate Check) Date Deposit Returned \_\_\_\_\_

### ALCOHOLIC BEVERAGES

IF ANY ALCHOLIC BEVERAGES ARE GOING TO BE SERVED AT YOUR EVENT LOMC RIQUIRES YOU TO PURCHASE SEPERATE EVENT INSURANCE WITH A \$1,000,000 POLICY AND THE COI MUST NAME LOMC AS ADDITIONAL INSURED. WITHOUT INSURANCE YOU MAY NOT HAVE ANY ALCHOLIC BEVERAGES ON LOMC'S PROPERTY, IF THIS POLICY IS VIOLATED SECURITY WILL TERMINATE YOUR EVENT & NO REFUNDS WILL BE GIVEN.

Will alcoholic beverages be served: ☐ YES ☐ NO

Is COI attached: ☐ YES ☐ NO

Policy Number: \_\_\_\_\_

DL or Passport # \_\_\_\_\_

Renter's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

LOMC Event Coordinator

Approval Signature: \_\_\_\_\_

Date: \_\_\_\_\_

FOR LOMC EVENT STAFF ONLY



## LOMC RENTAL RULES

- 1) **Alcohol.** Alcoholic beverages of any kind are strictly prohibited unless the renter purchases event insurance. If Security Staff observe any alcohol being served at an event that does not have insurance coverage, Security will terminate the event and evict all event guest from LOMC's property.

Insurance Requirements are:

- 1) \$1 million general liability coverage
- 2) Alcohol included in coverage.
- 3) Please list **Lauderdale Oaks Management Corp at 3060 NW 47<sup>TH</sup> Ter Lauderdale Lakes, FL 33313** as an added insured
- 4) Copy of COI is required before event can be approved.

The following rules apply for events with alcohol:

- 1) Alcohol may not be served to minors.
  - 2) Vendors may not drink alcohol before, during or after the event while on property.
  - 3) Alcohol is prohibited outside of the Event Rooms and in the outside common areas and parking lots of LOMC.
  - 4) At any time, if the Security Staff considers alcohol consumption to be excessive, Security has the authority to close-down all alcohol services and/or evict inebriated guests from the premises.
- 2) **Clubhouse & Common Areas.** The Ballroom & Blue Room Rentals are located inside of the LOMC Clubhouse. Once Event Guest arrives, they will enter the clubhouse and there will be signs to direct them to their event room. Event Guests may use the Clubhouse upstairs and downstairs lobbies to wait for the event to start or while waiting for rides to leave. The Clubhouse Lobby areas are not to be used as extensions of event spaces. Event guests are not permitted to use any other clubhouse amenities.
    - 1) Billiards Room
    - 2) Ping Pong Room
    - 3) Art Room
    - 4) Card Room
    - 5) Library
    - 6) Meeting Rooms
    - 7) Men & Woman Fitness Center & Spa's
    - 8) Other non-rented Event Rooms

Event guests and children are not allowed to use the LOMC common areas such as pools, sitting areas and activity courts. Event Guests are also not allowed to wander the grounds/parking lots of LOMC and its buildings. Event Guests are to remain in the event room or Clubhouse lobby. The Clubhouse is open during normal Clubhouse hours for use by LOMC residents. LOMC Residents may use Clubhouse amenities during event hours without interrupting the event. LOMC Residents will not have access to the rented event room.

- 3) **Ballroom Rental.** The ballroom has a maximum dining room seating capacity of 300 and a maximum theater seating capacity of 400 people. There are multiple exit doors in the ballroom that lead outside in case of an emergency, these doors are not to be blocked. Existing audio equipment in the ballroom is for LOMC use only and may not be used for your event, this includes the grand piano. Security are the only personnel allowed to control the ballroom lights; this includes the disco ball, laser lights, and stage lighting. The AC will be set by security at the start of your setup, and you will need to ask security to change the temperature during your event as the AC controls will always be locked. The ballroom has the main ballroom AC, and the stage has its own AC for the stage dressing rooms.
- 4) **Blue Room Rental.** The blue room has a maximum capacity of 133 people. The Blue Room is located on the 2<sup>nd</sup> floor of the clubhouse and can be reached by stairs or elevator. There are 2 small restrooms across the hall from the Blue Room and

downstairs by the entrance are the large restrooms that also may be used. The doors in the Blue Room that lead to the outside balcony are strictly emergency exit doors that lead to the stairs and are not to be opened for any other reason than an actual emergency. The TV and audio equipment in the blue room belong to LOMC and are not to be used for your event.

- 5) **Oak Room Rental.** The oak room has a maximum capacity of 65 people. The rental of the Oak Room does not include use of the pool or pool area. When renting the Oak Room, it should be noted that there are no internal restrooms. The restrooms for this location are located next door in the art room building.
- 6) **Event Parking.** Due to limited parking, neither the Oak Room nor Blue Room are available for rent when the Ballroom is in use. When ample parking is available both the Oak Room and the Blue Room can be used for simultaneous events. The Clubhouse parking lot has 60 parking spaces. Security is responsible for parking control. If an event goes beyond the 60 parking spaces, then security will direct vehicles where to park and utilize cones and signs to redirect resident traffic. Additional security officer(s) will be added for parking control. Cost of the additional security officer(s) will be the renter's responsibility. Event Guests are prohibited from parking in any Building Reserved or Building Guest spaces. Vehicles that violate this policy will be immediately towed at the owner's expense without warning. It is the Event Organizers responsibility to notify their event guests of parking rules during event. Hiring of a Valet Company for your event is permitted. We must have copies of the Valet Company's Licensing as well as a copy of their COI with LOMC as additional assured. Valet Staff will follow all of LOMC's Security rules and requests.
- 7) **Security.** Only LOMC's contracted security company, Final Defense Security Inc., DBA FDS is permitted to provide security for all LOMC events. The renter must pay for security for the length of their event; this includes setup & break-down time. Security will unlock the Clubhouse for events located in the Blue Room & Ballroom, as well as unlock the Oak Room and the restrooms located in the art room building. Security will be present during your event setup time. You will be given the security contact number so you can be in communication with security throughout the event. Security will only give one warning when a renter or their event guest is in violation of event rules. Security has the authority to terminate an event for constant violations of event rules. FDS Officers are not an extension to your event staff. FDS's post orders are given by LOMC. FDS is there to protect the interest of LOMC and has total authority during the event. FDS Security Officers will not be responsible for access control into your event. You will need to provide your own staff to check invitations at the door. If you hire a security company to work on your event, LOMC will need a copy of all licenses, this includes the security companies B Agency license, and all Class D licenses for any Officers that will be working on your event. We will also need a copy of the B Agencies COI with LOMC as additional insured. There are no firearms allowed on LOMC's property with or without licenses.
- 8) **Decorations.** The use of tape, wires, tacks, nails and glue to hang decorations is prohibited. All decorations must be placed and removed without leaving damage. Be kind and leave the property as you find it. No glitter, rice or confetti may be used on the grounds both indoors and outdoors. White rose petals are allowed outdoors for ceremony only and must be swept up. No sparklers, open flames or candles of any kind are permitted. This includes cold sparklers.
- 9) **Smoking.** Smoking or use of vapes of any kind is strictly prohibited on any area of LOMC property, inside and outside.
- 10) **Kitchen Use.** Grills and cooking devices of any kind that involve fire are strictly prohibited. Kitchen equipment is only to be used to warm up food. There is no cooking of food permitted in any of the kitchens. Refrigerators & freezers are to be emptied and cleaned at the end of the event. There is to be no food left in the kitchens. There should be no dishes in the sink, and the sink should be clean. LOMC dishes and utensils are for LOMC Executive Committee use only.
- 11) **Resident Verification.** All resident applications will be subject to residential verification. During the application approval process the LOMC Event Coordinator will contact your building president to verify your residency. If residency cannot be verified, the resident application will be rejected and a non-resident application will be processed. The building president will also confirm if the resident is compliant with all dues and assessments. If a resident isn't compliant with the foregoing the resident application will be denied until the resident provides proof of compliance. The resident will then have to apply under a non-resident application at non-residential rates. Residents must provide a copy of a valid Driver's License, current utility bill or other documents with an LOMC address.

Due to the number of residents of Lauderdale Oaks, the residential rate for the rental of all event locations is one time per resident per year. Any subsequent rentals will be charged at nonresidential rates.

12) **Cancellation Policy.** Cancellations must be received in writing (via email or in person) in advance of the event.

The following cancellation charges apply:

- |                         |             |
|-------------------------|-------------|
| 1) 6+ weeks' notice:    | Full Refund |
| 2) 5 - 6 weeks' notice: | 60% Refund  |
| 3) 4 - 5 weeks' notice: | 40% Refund  |
| 4) 0 - 4 weeks' notice: | No Refund   |
| 5) Failure to attend:   | No Refund   |

If unforeseen circumstances cause LOMC to cancel an event all parties will be informed as soon as possible, and a full refund will be made. If, for any reason, LOMC must cancel an event, LOMC accepts no responsibility for covering any cost incurred by the renter and guest(s).

- 13) **DJs & Sound Equipment.** Maximum decibel levels must comply with local noise ordinances. DJ must follow LOMC staff instructions to reduce volume if necessary. All sound equipment must be professionally installed and comply with safety standards. There is to be no taping, drilling, or permanent alteration to LOMC surfaces. Cables must be safely secured to avoid tripping hazards. DJ must confirm power needs in advance (e.g., voltage, outlets, backup). Overloading circuits or unauthorized rewiring is prohibited. LOMC is not responsible for lost or stolen equipment. A refundable security deposit may be required for high-risk installations. DJs must avoid offensive language, explicit content, or discriminatory remarks. LOMC Security reserves the right to deny DJs who violate noise or conduct policies.
- 14) **Trash.** You will be provided with a set amount of 50-gallon garbage bags depending on what room is rented. All trash must be placed in these bags at the end of your event. Placement of the bags will be designated at the start of your event by security. If the trash of your event is more than what fits in the garbage bags allowed to you, then all other trash must be removed from LOMC's property by renter and renter's expense.
- 15) **Security Deposit.** Renter shall deposit with LOMC an amount determined by the type of event room being rented. The deposit can be in the form of check, money order, cash, or cashier's check, and submitted upon signing the application which will reserve the renter's event date. Said deposit will NOT be applied towards the rental fee and shall become **NON-REFUNDABLE** if the event is cancelled, event date rescheduled or postponed by renter for any reason. This deposit will constitute a security deposit which will be used by LOMC to apply towards payment for any damages to the premises beyond ordinary wear and tear. Renter is responsible for all damage caused by act or negligence of renter, and all participants at the event, renter's licensee's, or any other person in employ or under control of renter that include but is not limited to outside, independent caterers, bands, disk jockeys, food servers, cooks, masters of ceremony, performers, event planners, decorators and any other individuals invited by the renter.
- 16) **Termination of Event.** All Events must end by the contracted time, and no event may go past 12 Midnight. Renter shall remove all personal property, trash, decorations, and other items that were not present in the event room when the renter assumed occupancy. All event guests and event staff are to immediately leave the parking lot and property as soon as possible. There is to be no hanging out in the clubhouse parking lot conversating. LOMC is a residential community, and residents are sleeping most of the times events end. If noise complaints are reported to the LOMC Office from the renter's event, the renter will be barred from renting at LOMC in the future.

**I, the undersigned, hereby acknowledge that I have read, understood, and agree to comply with all rules and regulations of Lauderdale Oaks Management Corp's event space I am renting. I understand that failure to adhere to these rules may result in penalties, immediate termination of the event, and/or forfeiture of deposits.**

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Renter's Name (Printed):** \_\_\_\_\_



## LOMC EVENT PRICING & FEES (NON-RESIDENT)

### BALLROOM RENTAL

Rental Fee	\$1000.00
Cleaning Deposit	\$125.00
Security Fee (Per Hour)	\$22.50
Overtime Fee (Per Hour)	\$100.00

OVERTIME FEE WILL BE CHARGED AT AN HOURLY RATE. IF YOU GO OVER BY 15 MINUTES YOU WILL BE CHARGED ONE HOUR

### BLUE ROOM RENTAL

Rental Fee	\$500.00
Cleaning Deposit	\$75.00
Security Fee (Per Hour)	\$22.50
Overtime Fee (Per Hour)	\$100.00

OVERTIME FEE WILL BE CHARGED AT AN HOURLY RATE. IF YOU GO OVER BY 15 MINUTES YOU WILL BE CHARGED ONE HOUR

### OAK ROOM RENTAL

Rental Fee	\$200.00
Cleaning Deposit	\$75.00
Security Fee (Per Hour)	\$22.50
Overtime Fee (Per Hour)	\$100.00

OVERTIME FEE WILL BE CHARGED AT AN HOURLY RATE. IF YOU GO OVER BY 15 MINUTES YOU WILL BE CHARGED ONE HOUR