



SUGAR SPRINGS PROPERTY OWNERS ASSOCIATION

5477 Worthington Court

Gladwin, Michigan 48624

Telephone 989.426.4111 Fax 989.426.0935

www.sugarsprings.net

Room Rental Policy & Reservation Agreement

The Lancer Room is intended as a "gathering place" for members to use as a non-exclusive area to socialize, use the WI-FI, and play cards or games, etc. during the hours that the Activity Center is open. All members are expected to follow the rules of this room. If, in the event a group is too large to be in the Lancelot Room, the Activity Center Supervisor, may at her/his discretion, move that group to the Lancer Room, making the Lancelot Room the non-exclusive room during that time period. Hours of the Activity Center varies throughout the year. The Lancer Room may be closed for scheduled events with or without notice.

1. Applicant signing the rental agreement must be at least 18 years of age. For a group, signer must be an authorized representative of the organization.
2. The rental fee and deposit will be waived if the room is reserved for a scheduled Sugar Springs Property Owners Association (SSPOA) "not for personal/commercial profit" function. If it is a private function then there is a charge depending on which room is reserved. *Members in good standing with the SSPOA will receive a 50% Discount off the rental fee providing that the room is used by the member.*
3. Group reserving any activity space is responsible for their own set up and arrangements. The SSPOA will set up and arrange tables and chairs per your request, for an additional Setup Fee.
4. The facility must be left in the same manner as found. Applicant/Group reserving any activity space will be held responsible for any additional expenses for excessive cleaning and/or damages that exceed the amount of the deposit.
5. Rental fee plus a deposit must be submitted at the time the reservation is made. The deposit will be returned if no damages resulted from the use of the facility.
6. Any function where food will be served is considered a "Banquet" and requires an additional Cleaning Fee.
7. The Hearth Restaurant is capable of catering any event held in the Activity Center. The Restaurant Manager is available with a "catering menu" which will allow you to choose what you would like at your event. The cost of the food is separate from the room rental agreement. An appointment with the Restaurant Manager to complete a "catering menu" form is required prior to the event.
8. An outside caterer for food service is permissible; however use of Activity Center or restaurant equipment, other than tables and sinks, in preparation or serving that food, is not permitted. All materials necessary for the caterer's serving the event are the responsibility of the outside caterer. The use of outdoor grills, roasters, cookers are permitted on a case-by-case basis, with prior approval of the Activity Center supervisor.
9. If an SSPOA committee, SSPOA member, or Non-Member elects to use an outside caterer, an additional upcharge may apply.
10. Rooms will not be reserved for any day that falls on a holiday.
11. Any function held in the Lancer or Lancelot Rooms that the time exceeds 10pm will have an additional charge of \$20 per hour beginning at 10pm. No function shall run past 1am.
12. Service Bar - There is a \$125 service charge for bar/bartender service for any function requesting such service. This is for bar sales only and does not include wine service at tables. Service bars can be "hosted" with the total cost (individual cocktail orders based on consumption) plus an 18% gratuity being paid at the end of function by signee. A "no-host" is also available, allowing your guests to purchase their own beverages. Bar hours are reserved for the same time as your function unless otherwise specified. Taking alcohol outside of the building is forbidden. Only alcoholic beverages purchased from the Hearth Restaurant & Pub is allowed, no outside alcoholic beverages are allowed as per State of Michigan law. In accordance with Michigan State Laws, NO MINOR (UNDER THE AGE OF 21) SHALL BE SERVED ALCOHOLIC BEVERAGES. Proper identification to verify a person's age is required. We reserve the right to refuse service of any alcoholic beverage to anyone who is underage, who cannot provide the proper identification, or anyone who, by the sole judgment of the Hearth Restaurant & Pub, appears to be intoxicated.
13. Decorating & Entertainment - Centerpieces, flowers, balloons and special table covering are welcomed for decorating your event. Nailing, tacking and taping ANYTHING to our walls is not allowed. Confetti, paints or magic markers are NOT to be used in the facility. Outside entertainment is welcome. However, all entertainment must be approved by the SSPOA in advance of the event to insure appropriate for our environment.
14. The SSPOA is unable to assume responsibility for the damage or loss of any merchandise or articles left on the premises before, during, or after your function. Please arrange to have all personal items removed upon the conclusion of your function.

MEETING ONLY

Non Sugar Springs Sponsored Event

Lancelot Room

*Rental - \$125 50% Discount to Members
Deposit - \$150
Optional Setup Fee - \$100*

Lancer Room

*Rental - \$150 50% Discount to Members
Deposit - \$150
Optional Setup Fee - \$125*

Combined Rooms

*Rental - \$275 50% Discount to Members
Deposit - \$300
Optional Setup Fee - \$225*

BANQUET

Any Event where food is served

Lancelot Room

*Rental - \$125 50% Discount to Members
Cleaning Fee - \$100
Deposit - \$150
Optional Setup Fee - \$100*

Lancer Room

*Rental - \$150 50% Discount to Members
Cleaning Fee - \$125
Deposit - \$150
Optional Setup Fee - \$125*

Combined Rooms

*Rental - \$275 50% Discount to Members
Cleaning Fee - \$200
Deposit - \$300
Optional Setup Fee - \$225*

RESERVATION APPLICATION

Date of application:

Please check which space you are reserving:

- Activity Building** has a maximum capacity of 40 persons. Charge for non POA functions is \$50.00 plus a \$50.00 security deposit. This building is only available to members and their guests.
- A key will be available to access the west end door and may be obtained at the SSPOA Office the last working day prior to the reservation date. The key must be returned the day following the scheduled activity.
- Lancer Room** has a maximum assembly capacity of 250 persons.
- Lancelot Room** has a maximum assembly capacity of 150 persons.
- Lancer Room and Lancelot Room** combined has a maximum assembly capacity of 400 persons

Date of Activity:

Hours:

Purpose:

Group using Facility:

Person in Charge:

Address:

Telephone Number:

Rental Fee:

Check / Credit Card

Additional Fee(s):

Check # :

Deposit:

Total Amount Rec'd:

Make checks payable to the Sugar Springs POA

As the responsible party for this reservation, I understand the above policies and fees and agree to them. I will take responsibility for any additional assessed fees that may occur. I will be present at this function.

Signature: _____

SSPOA Approval Signature: _____

Copied to Calendar

Copied to the Buildings & Grounds Dept.