

## Wasatch Lake Lodge Questionnaire and Approval Sheet

The following information is needed in order to provide a safe and enjoyable event in our facility.

**The question section of this packet must be completed in full before the event can be held.**

Name/Description of Event:

\_\_\_\_\_

Date of Event: \_\_\_\_\_

Total # of Hours Lodge will be rented: \_\_\_\_\_

Approximately how many people will be attending event? \_\_\_\_\_

Contact Name(s) \_\_\_\_\_

and Phone #(s) \_\_\_\_\_

Parking Total: Car \_\_\_\_\_ Bus \_\_\_\_\_ Other \_\_\_\_\_

Is Alcohol being served? Yes \_\_\_\_\_ No \_\_\_\_\_

Set Up Date/Time  
(Check with Caretakers) \_\_\_\_\_

Guest Arrival Date/Time \_\_\_\_\_

Guest Departure Time \_\_\_\_\_

Closing Time \_\_\_\_\_

Clean Up Completed Date/ \_\_\_\_\_

**Wasatch Lake Personnel are NOT responsible for set-up and tear down!**

**Vendors and Others Participating:**

<u>Name</u>	<u>What are they doing</u>	<u>Set Up Date/Time</u>	<u>Removal Date/Time</u>
<b>Example:</b> <u>Party Plus</u>	<u>Tables/Chairs</u>	<u>3/6/00. 1-1:30p</u>	<u>3/6/00 7-7:30p</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

**The Caretakers are NOT responsible for set-up or tear down!**

**It is absolutely imperative that the Wasatch Lake Lodge be returned to normal as quickly as possible! It is agreed that the above Event Personnel will ensure that the rented area be left clean and vacuumed, all trash emptied, tables/chairs/couches returned to their original spot, kitchen cleaned and mopped.**

**Initials:**

**The Following MUST be turned in on time in order to Confirm all Lodge Reservations (No Exceptions!!):**

**1) A Required Rental Fee of \$\_\_\_\_\_ must be paid IN FULL two weeks prior to the Event!**

**Initials:**

**2) A Certificate of Insurance with limits of no less than \$500,000 per occurrence must be received by \_\_\_\_\_ (two weeks before the event).**

**Initials:**

**3) A Security Deposit of \$300.00 (due within three business days of booking) this may be refunded upon final inspection by our caretakers.**

**Initials:**

**I/We hereby agree and understand that the previous conditions must be met in order to hold this special event at the Wasatch Lake Lodge.**

**Event Personnel**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**TJM Personnel**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**