

# *One Day Lodge Rental Policies*

## **Reserving the Lodge**

- For one day rentals such as church or corporate retreat, the lodge will be at a rate of \$125.00 an hour with a minimum four hour rental period.
- Any additional time beyond the four hours will be charged \$125.00 an hour.
- Payment is due in full no later than 30 days prior to the day of the event
- A \$300.00 deposit check is due no later than 30 days prior to the day of the event. The \$300.00 hold check will not be processed providing there are no damages following the event.
- If alcohol is being served at the event, a Certificate of Insurance with limits of no less than \$500,000 per occurrence must be received at least two weeks before the event.
- 12% Indiana Sales Tax Not Included!! Rates are subject to change without notice.

## **Cancellation Policy**

- There will be no refunds issued if reservation is cancelled 30 days or less to the day of the event.

## **Guest Count**

- Lodge accommodates up to 200 guests

## **Wi-Fi**

- The lodge does have complimentary Wi-Fi.
- The password is: tjrwstutz

## **Smoking**

- The lodge is smoke-free facility. Any person caught smoking inside the lodge will be asked to leave the property and may be requested to pay a \$100 cleaning fee.

## **Catering and Vendor Fee**

- Cook's Corner Catering comes highly recommended for Catering events out at Wasatch Lake
- There is an additional \$100.00 fee applied if the kitchen is used during the event

## **Table & Napkin Linen Rentals**

- Wasatch Lake does offer a Table and Napkin Linen rental:
  - Table Linen - \$6.50 per linen
  - Cloth linen - \$0.75 per linen

## **Utensil Rentals**

- Wasatch Lake does offer Utensil rentals:
  - \$3.00 service ware fee per person for silver utensils
  - \$1.50 service ware fee per person for buffet style utensils

## **Walk Away Service**

- Cleanup will be immediately after the event
- Wasatch Lake does offer a cleanup service for an additional \$200.00 fee
- Wasatch Lake is not responsible for set-up or tear-down unless requested and paid for ahead of time.
- Cleaning supplies such as a mop, broom, vacuum cleaner, and carpet shampooing machine are located in the lodge to help with clean-up if needed.

## **Kegs and Coolers**

- All beer kegs and coolers must be on the porches outside, not on carpet.

## **Trash**

- All trash is to be placed at the back of lodge, where our staff will dispose of it from there.
- 60-gallon trash bags will be provided.
- Trash includes: bathrooms, kitchen, and the grounds around the Lodge.

## **Extra Supplies**

- During your event, our Caretakers will check bathrooms for supplies (i.e.: toilet paper, paper towels etc.) and see if you need anything – Extra supplies will be under bathroom sinks.

## **Rearrangements of Lodge Furnishings**

- Do not remove anything from the walls in the Lodge
- The Polar Bear and old pool table can be moved, but only by the caretakers.
- Moving the Polar Bear and old pool table will be an additional \$100.00 fee
- Couches, tables, and chairs (excluding the tree chair) can be moved by guests.
- After your event, everything must be returned as it was. The Caretakers will be in the Lodge after the event to show you where tables and such go.

## **Lodge Loft**

- No one is allowed up in the Lodge Loft during the event!!

**Failure to follow the above regulations will result in loss of  
damage deposit!**