



Lake County Water Authority
 27351 SR 19, Tavares, FL 32778
 Phone: (352) 324-6141 Fax: (352) 324-6364
 Website: www.lcwa.org Email: info@lcwa.org
 Monday – Friday, 8:30 a.m. – 5:00 p.m.

**HICKORY POINT
 PAVILION RENTAL APPLICATION**

COMPLETE AND RETURN THIS FORM VIA EMAIL, FAX OR MAIL TO THE ABOVE ADDRESS

PAVILION RESERVATIONS AND FEE

1. Reservations will be accepted no earlier than one year to the date in advance and no later than 4 days in advance of the requested date of use.
2. Reservations cannot be confirmed until the pavilion fees are paid in full and application is received and approved by the Authority.
3. We accept credit card, cash, check, or money order. Make check or money order payable to Lake County Water Authority.
4. Reservations with credit card can be made through our website at lcwa.org or by providing credit card information below.
5. If paying via credit card, the pavilion fee and cleaning deposit are collected at time of reservation.
6. All fees include tax and are subject to change.
7. Groups of 50 or more who intend to use the facility must complete an application for pavilion use.
8. **NO SMOKING** in pavilion or under any roofed structure.

CLEANING DEPOSIT

1. All reservations require a refundable cleaning deposit equal to the reservation fee.
2. Cleaning deposit must be received in the Water Authority Office at least two (2) weeks prior to the event.
3. Upon approval by the park staff, cleaning deposits will be returned/refunded if the group cleans the reserved area prior to the end of their reservation time and adheres to park rules and regulations. Please allow 3-4 weeks for cleaning deposits paid with cash.

DATE OF FUNCTION	PURPOSE OF EVENT (This information will appear on the reservation sign)	
PERSON RESPONSIBLE FOR EVENT	LAKE COUNTY RESIDENT <input type="checkbox"/> YES <input type="checkbox"/> NO	
ORGANIZATION (if applicable)	EMAIL	
ADDRESS	CITY, STATE, ZIP	
PHONE (HOME)	PHONE (CELL)	<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Money Order <input type="checkbox"/> Credit Card <input type="checkbox"/> Paid via lcwa.org website
CREDIT CARD NUMBER	EXPIRATION DATE	CSC (3 digit # on back of card)

PAVILION RESERVATION FEES
 (check one box below)

COUNTY RESIDENT	9:00 a.m. - 2:00 p.m.	3:00 p.m. - 8:00 p.m.	9:00 a.m. - 8:00 p.m.
1/2 First Floor – Side A (50 capacity)	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$65.00
1/2 First Floor – Side B (50 capacity)	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$45.00	<input type="checkbox"/> \$65.00
Entire First Floor (100 capacity)	<input type="checkbox"/> \$60.00	<input type="checkbox"/> \$60.00	<input type="checkbox"/> \$95.00
1/2 Second Floor – Side A (87 capacity)	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$105.00
1/2 Second Floor – Side B (87 capacity)	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$105.00
Entire Second Floor (175 capacity)	<input type="checkbox"/> \$95.00	<input type="checkbox"/> \$95.00	<input type="checkbox"/> \$170.00
Entire Pavilion (275 capacity)	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$135.00	<input type="checkbox"/> \$230.00

OUT-OF-COUNTY RESIDENT	9:00 a.m. - 2:00 p.m.	3:00 p.m. - 8:00 p.m.	9:00 a.m. - 8:00 p.m.
1/2 First Floor – Side A (50 capacity)	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$100.00
1/2 First Floor – Side B (50 capacity)	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$70.00	<input type="checkbox"/> \$100.00
Entire First Floor (100 capacity)	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$90.00	<input type="checkbox"/> \$140.00
1/2 Second Floor – Side A (87 capacity)	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$150.00
1/2 Second Floor – Side B (87 capacity)	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$105.00	<input type="checkbox"/> \$150.00
Entire Second Floor (175 capacity)	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$140.00	<input type="checkbox"/> \$235.00
Entire Pavilion (275 capacity)	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$190.00	<input type="checkbox"/> \$315.00

SPECIAL EVENTS DAILY FEE SCHEDULE (9:00 a.m. - 8:00 p.m.)		
# Participants	In-County	Out-of-County
275	<input type="checkbox"/> \$230.00	<input type="checkbox"/> \$315.00
276-500	<input type="checkbox"/> \$410.00	<input type="checkbox"/> \$555.00
501-775	<input type="checkbox"/> \$630.00	<input type="checkbox"/> \$850.00
776-1,000	<input type="checkbox"/> \$810.00	<input type="checkbox"/> \$1,090.00
Security deposits equal to the reservation fee.		

Groups with participants over 1,000 will require negotiations with the Executive Director and approval by the Board.

Due to Fire Code, the total number of guests anticipated must not exceed the capacity for the area reserved.

Estimated Number of Adults _____ Estimated Number of Guests Under the Age of 18 _____

You cannot set-up until your reservation time block begins. *Please indicate your approximate arrival time.* _____

You must vacate the reserved area no later than the end time. *Please indicate your approximate departure time.* _____

Note: There will be a \$10 processing fee for rescheduling your event, and a \$10 or more processing fee for canceling.

ALCOHOLIC BEVERAGES

The applicant must meet the following criteria in order for alcohol to be served.

- Will beer or wine be served? NO YES
 - If serving beer or wine, a \$250 additional refundable security deposit is required if renting any section of the pavilion.
- Will liquor be served? NO YES
 - If serving liquor, a \$500 additional refundable security deposit is required if renting any section of the pavilion.
- A Certificate of Insurance must be provided indicating host liquor liability. The Lake County Water Authority must be named as an additional insured, Hickory Point is only a location. The information is as follows: Lake County Water Authority, 27351 SR 19, Tavares, FL 32778, (352) 324-6141.

SPECIAL REQUESTS

Are you planning to have any of the following at your event? A detailed list of equipment must be provided and pre-approved or will not be allowed. A live band and/or DJ will only be permitted if renting the entire 2nd floor. Music must be kept at a low level so that other visitors will not be disturbed.

- Radio Live Band DJ Bounce House Kid Rides (Train, etc.) Rock Wall
 Caterer Cooker Grill (Provided by the Lake County Water Authority) None

Rental Boat – Name of Dealer _____

Other, please explain _____

Do you have any special requests? Please explain:

If hiring a vendor or using rental equipment, a Certificate of Liability Insurance from both the renter and the vendor providing the service must be provided 30 days prior to your event.

***If renting the first floor**, please be aware picnic tables cannot be moved.

***If renting the second floor**, and wish special table arrangements, submit your table layout no later than 3 days prior to the event. Charcoal grills are available at no cost on request.

Swimming Beach - Lake Harris does not meet the water clarity standard required by Chapter 64E – 9.013, Florida Administrative Code. This swimming beach has been issued a variance by the Florida Department of Health to remain open. The limited water clarity may present a hazard or danger to swimmers. Swimming is at your own risk.

The applicant agrees to defend, indemnify and hold harmless the LCWA and their agents, assigns, directors and employees from the against any and all claims, liabilities, losses and damages of any kind associated with or arising from the use of the Pavilion under this reservation.

I have read the abbreviated Hickory Point Rules and Regulations and understand the Park's refund policy. I hereby acknowledge sole responsibility for any damages and all accidents or injuries to persons or property resulting from this group's use of the facility.

Signature of Person Responsible for Group

Date