

INFORMATION SHEET  
THE LODGE AT LAUREL RIDGE  
RENTAL APPLICATION AND AGREEMENT  
FOR NON-PROPERTY OWNERS

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Home Phone Number: \_\_\_\_\_

Work Phone Number: \_\_\_\_\_

Cell Phone Number: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Start Time/End Time: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

Rental amount due: \_\_\_\_\_

Security Deposit & Cleaning: \$500

Total amount due: \_\_\_\_\_ Check # \_\_\_\_\_

Signature & date: \_\_\_\_\_

Return to: Laurel Ridge POA, 1 Sugar Maple Drive, Black Mountain, NC 28711. Attn  
Lodge Manager

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Return Information Sheet & Your Check to: Laurel Ridge POA, 1 Sugar Maple Drive,  
Black Mountain, NC 28711. Attn Lodge Manager

- Event date confirmation will be held for a period of 5 business days to allow submission of completed forms and required checks.
- I understand and agree that additional charges may apply and be deducted from the Security Deposit beyond normal cleaning fees if repair of damage is required. A thorough inspection of the Lodge will be completed within 24 hours after the event by a Lodge caretaker.
- If the Lodge is found in satisfactory condition, the security deposit, minus cleaning fees, will be returned within 14 days of the completion of the inspection.
- If the Lodge is not found in satisfactory condition, the full security deposit will be held until repairs of damages have been completed. Applicable fees for such repairs will be charged against the security deposit. The balance of the security deposit, if applicable, will be returned within 14 days after the completion of required repairs. **If the security deposit is not adequate to cover repairs, I understand and agree that I, as the responsible party, will be liable for the additional amount to cover the cost of repairs.**

**Gate Admission**

The Laurel Ridge gate is closed full time. The gate code will be provided to you for guests accessing the property. It is your responsibility to communicate this code to your guests.

**Sound System**

If you are planning to use any part of the audio/visual system at the Lodge, please contact Pauline Orban before your event.

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I have read and fully understand the terms and the policies of this agreement. By signing this document, I agree and adhere to those terms and policies.

Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date \_\_\_\_\_

Please keep a copy of this agreement and mail the original to:

Laurel Ridge POA  
 1 Sugar Maple Drive  
 Black Mountain, NC 28711  
 Attn: Lodge Manager

**you may take your trash with you to be disposed in a responsible manner outside of Laurel Ridge. Failure to dispose of all trash will result in forfeiting your deposit.**

- All food or drink spillage must be cleaned up prior to leaving event (so as not to cause permanent damage to floors, counter-tops and furnishings).
- Tables and chairs are stored in the closet located on the left, in the main room. It is the renter's responsibility to set up the number of tables and chairs as needed. After your function has ended, return all but 4 tables and 24 chairs to the storage closet.
- The Laurel Ridge caretaker staff reserves the right to refuse admittance to and/or eject from the Lodge any person failing to comply with these policies or for any reason they deem necessary at their discretion.
- Deviations from the policies, restrictions and usage guidelines may result in forfeiture of the entire security deposit regardless of any applicable fees.

### **How to Reserve the Lodge at Laurel Ridge**

Reservations are scheduled on a "first booked/first paid basis" for qualified individuals and events. The Lodge Committee reserves the right to refuse any application without cause at its sole discretion. Refer to page 1 for specific guidelines. To reserve the Lodge:

- Choose your event date
- Verify availability by contacting;

Pauline Orban  
Phone: 828-713-9174  
Email: [pko@email.com](mailto:pko@email.com)

- Once availability is confirmed, complete two copies of the Lodge Rental Agreement for Non-Property Owners. Return one copy to **The Lodge at Laurel Ridge, 51 Wedgewood Terrace, Black Mountain, NC 28711** and the second copy with a check for cleaning, security deposit and facility rental to **Laurel Ridge POA, 1 Sugar Maple Drive, Black Mountain, NC 28711**
- The cleaning and security deposit is **\$500.00**. (The security deposit is partially refundable after cleaning fees have been deducted and if other terms and conditions as described above have been met.)
- The charge for facility rental is: evening or one half-day-\$200.00 or full day \$350.00. Please call Pauline Orban to discuss exactly what your needs are for renting the Lodge prior to writing your check.

- The kitchen facility is a catering only facility. It may be used only for the purpose warming and serving food brought into the premises by an outside catering entity. The user must bring in all supplies necessary for serving food as the Lodge does not provide these items as part of the rental agreement.
- No firearms may be discharged anywhere in the Laurel Ridge community.
- Parking is permitted in designated parking areas only. No vehicles are allowed in spaces that have been designated for use by Laurel Ridge Fire Officials. **Vehicles left in designated fire station spaces will be towed at the vehicle owner's expense.**
- Bicycles, roller blades, skateboards and any similar equipment are strictly prohibited at the Lodge and the surrounding premises.
- All animals, with the exception of guide animals for the visually impaired, are prohibited entry into the Lodge or surrounding grounds of the building.
- No open fires, charcoal grills or fire pits are permitted at the Lodge, on the grass areas, the parking lot areas around the Lodge, or anywhere within Laurel Ridge. Gas grills are permitted and must be placed on the lower level of the Lodge on the concrete parking area. The renter must supply and have on hand a fire extinguisher.
- Music or performance volumes must be kept at a moderate level. Excessive noise and abusive or unacceptable behavior resulting in complaints will not be tolerated and will result in loss of deposits and forfeiture of future rental privileges.
- All lights, music, TVs, kitchen appliances (except refrigerator) must be turned off upon leaving the facility.
- Parking lot and any exterior locations will be kept free from debris from the event. This includes the walkways/entrances.
- No decorations may be attached to the walls, as the use of nails, pushpins or thumbtacks will damage the plaster. All decorations used on tables must be removed and disposed of at the end of the event. Otherwise, additional cleanup and/or repair fees will apply.
- Furniture may not be removed from inside the Lodge.
- **Laurel Ridge is surrounded by bear preserves.** Due to the threat of bear break-ins absolutely no food, catering items, plates, utensils, etc. may be left in the Lodge overnight.
- **All bottles, trash and food items must be placed in trash bags located inside the Lodge. Prior to departing the trash bags must be disposed of in the dumpsters located to the right just before you exit the Laurel Ridge gate or**

## THE LODGE AT LAUREL RIDGE

### RENTAL APPLICATION AND AGREEMENT for Non-Property Owners

#### **The Lodge Rental Policies and Procedures**

I, the undersigned applicant for rental of the Lodge at Laurel Ridge, indemnify, defend and hold harmless the Laurel Ridge Property Owners Association (LRPOA), its agents, officers and employees from all claims, damages, judgments and fees arising from the use of the Lodge at Laurel Ridge facility and equipment. As the responsible party, I agree that I will be in attendance throughout the entire event, and I accept full responsibility for the conduct of all attendees.

I understand that any damage to the property, building, furnishings, equipment and/or the surrounding areas caused by attendees at this event will be my full responsibility. I understand and agree that any charges incurred by the LRPOA due to damages, as stated in the previous sentence, may be deducted from the security/damage deposit. I further understand and agree that additional charges in excess of deposits paid may apply in circumstances of extensive damage as described below.

#### **Restrictions/Usage Guidelines**

I understand and agree to the following restrictions/usage guidelines:

- **The event date verbal request will be held for a period of 10 business days** to allow you to return the completed paperwork and required rental fees and security deposit. The LRPOA receives the paperwork and fees. If another individual requests the same date prior to receipt of the paperwork and fees from the first person requesting rental of the Lodge, the first person will be informed of the request and given three (3) days from notification to submit his/her paperwork and fees to avoid the voiding of their request.
- Maximum occupancy in the Lodge is 127 people.
- **The Lodge at Laurel Ridge is a smoke-free facility.** Due to fire hazard smoking is permitted only outside the building on the concrete surface areas at the front entrance to the Lodge. Smoking is permitted outside the building on the concrete surface areas. Smoking materials **must be discarded** in the receptacles provided.
- **Use of alcohol and/or drugs is expressly prohibited in the Lodge or the surrounding property.**
- No glass containers of any kind are allowed outside the building of the Lodge itself.