



OPAL LAKE HOUSE RENTAL APPLICATION

Name: _____ MOA Lot #(s): _____

Phone: _____ Phone: _____

Event Type: _____ Attendance: _____

Day: _____ Date: _____ Time: _____ to _____

Rental Fees

The total fee, including the refundable cleaning and damage deposit of \$50, must be submitted with this application to reserve your date.

- NEW! BEST** - Exclusive Rental of the Park from 4:00 pm to 9:00 pm \$300 + \$50 deposit = **\$350**
The entire Park and House are yours for your private function!
- NEW! BETTER** - Rental of the House until 9:00 pm \$225 + \$50 deposit = **\$275**
The kitchen and front room of the house are yours until 9:00 pm. The remainder of the Park is still open to MOA Members.
- GOOD** - Rental of the House until 7:00 pm \$150 + \$50 deposit = **\$200**
The kitchen and front room of the house are yours until 7:00 pm. The remainder of the Park is still open to MOA Members.

Rules

1. The restrictions set forth by the Ingham County Circuit Court shall be binding to all persons using the facility. A large sign noting these restrictions is posted on the outside of the building.
2. Rental is limited to one day unless otherwise approved by the General Manager.
3. Opal Lake Park is open from Noon to 7:00 pm.
4. The Opal Lake House is **NO SMOKING**.
5. Groups are limited to **50 PEOPLE** unless otherwise approved by the General Manager.
6. No dogs are allowed in the park.
7. No powerboats may be launched from or docked at the Opal Lake Park beach.
8. No boat passengers or water skiers/surfers may be dropped off or picked up in the waters just outside the Opal Lake Park property (according to a long-standing court order from 1978.)
9. **All swimmers swim at their own risk. There is no lifeguard on duty.**
10. No loud speakers or loud music are allowed.
11. Event tents are permissible, but must be removed no later than the day after your event.
12. **Inn the Woods is the exclusive caterer for Opal Lake Park. No other vendor food is allowed.**
13. Deep-frying, hot grease or open flame cooking is not allowed.
14. The grills are not to be moved and must be cleaned after use.
15. You are responsible for a thorough clean up, refuse removal and any damage incurred.
16. No decorations, food, beverages, or supplies are to be stored in the building before or after your event.
17. Do not use staples, nails or thumb tacks when decorating. No confetti is permitted.
18. Absolutely no fireworks of any kind are allowed.
19. If re-arrangement of furniture is necessary, please arrange as found.
20. Take all cans/bottles/trash with you when you leave.
21. All doors, windows, the shed and the park gate must be locked, and all lights must be turned off when you leave.



Keys

Please call the office 48 hours in advance to arrange for key pick-up. The small key opens the gate at the driveway entrance. The large key will open the entry door. This key also opens the closet between the restrooms. In this closet, you will find another key that is attached to a ruler. This key will open the accordion door that leads into the kitchen and lounge area. When you are finished please return the key with the ruler to the closet and lock the closet. Please lock all doors, windows and the gate, and turn off all lights as you leave.

Please return the keys to the MOA Office on the next business day after your event.

There is no key for the locked kitchen cabinets. Do not attempt to open these cabinets.

Closing Checklist

All cleaning must be done immediately after your event before you leave. If the facilities are not cleaned prior to your leaving the premises (in accordance with the Closing Checklist,) your \$50 deposit will be forfeited. Any damage caused during your event will result in any or all of the following: forfeiture of your \$50 deposit, cost of repairs billed to the MOA Member who rented the House if the damage exceeds the \$50 deposit, the MOA Member renting the House may be barred from future amenity use. Pictures will be on file documenting any cleaning issues and/or damage.

- Clean all tables, countertops, stove and kitchen sink
- Vacuum carpeted areas - please note any spills below so they may be treated
- Sweep kitchen and entry floors
- Check toilets and sinks to ensure that none are running
- Prop open bathroom doors
- Close and lock all windows and sliding glass doors and lock the back door from the inside
- Turn off all lights and turn down heat to 55-degrees
- Remove all of your belongings, food, beverages, supplies and trash
- Close and lock the front door
- Close and lock the gate

NOTES: _____

I have received and read the following documents and agree to the terms and conditions contained therein:

- This *Opal Lake House Rental Application* - 2 pages
- *Opal Lake Park Policy* dated June 25, 2011
- *Opal Lake Park 'Who to Call' List*
- *Opal Lake House Inventory*

Signed: _____ Date: _____

Print Name: _____

OFFICE USE ONLY

Member In Good Standing? Y / N MOA Member ID: _____

Payment: Cash - Attach Receipt Check - Attach Copy Credit Card - Attach Receipt

Staff Person Making Reservation: _____