



**LAKE COMO BEACH PROPERTY OWNERS' ASSOCIATION ("LCBPOA")**

W3730 Club House Dr., Lake Geneva, WI 53147  
262-325-8163 ~ clubhousemanager12@gmail.com

**CLUBHOUSE CONTRACT AGREEMENT**

Name \_\_\_\_\_ Phone No. \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email Address \_\_\_\_\_

**Event Information:**

Date of Event \_\_\_\_\_ Function \_\_\_\_\_ Number of Guests \_\_\_\_\_

Hall Rental Fee \$ \_\_\_\_\_ Time In/Out: \_\_\_\_\_

**Additional Fees:**

Day Before Setup (\$100) \$ \_\_\_\_\_ Time In/Out: \_\_\_\_\_

Day After Cleanup (\$100) \$ \_\_\_\_\_ Time In/Out: \_\_\_\_\_

Hot/Cold Tables (\$50 each) \$ \_\_\_\_\_ Hot \_\_\_\_\_ / Cold \_\_\_\_\_

Bar Package: Package No. \_\_\_\_\_ \$ \_\_\_\_\_

**Total:** \$ \_\_\_\_\_. A \$200.00 rental deposit is required at time of signing.

**Amenities Included:** Kitchen on premises (dishwasher, full-size refrigerator, kitchen island, microwave, oven, sink & stove (no utensils)), banquet tables, chairs (no linens), large Flat Screen TV and sound system.

Clubhouse Capacity is 200. The Clubhouse closes at Midnight. Bar is Open from 5:00 p.m.-11:00 p.m. No exceptions. If you have more than your reserved number of guests, there will be an additional \$10.00 fee, per guest.

**Cancellation Policy:** If you choose to cancel your reservation, for any reason, anytime between the signing of this Agreement and 4 weeks prior to the day of the event, your deposit will be fully refunded. If you cancel less than 4 weeks prior to the event, the entire deposit will be forfeited.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Hall Deposit: \$ \_\_\_\_\_ / Check # \_\_\_\_\_ Date Paid: \_\_\_\_\_

Clubhouse Manager: \_\_\_\_\_ Date: \_\_\_\_\_



**DO NOT WRITE IN SPACE BELOW –CLUBHOUSE MANAGER INFORMATION ONLY**

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

Deposit Date Received: \_\_\_\_\_

Final Payment Received: \_\_\_\_\_

Deposit Returned Date: \_\_\_\_\_

Deposit Returned to: \_\_\_\_\_

☐ CK Returned NSF notified by: TreasurerClerk

☐ Approved CM initials: \_\_\_\_\_

☐ Not Approved CM initials: \_\_\_\_\_



## **CLUBHOUSE GENERAL INFORMATION**

Your event date will not be reserved without a deposit. The Clubhouse rental and bar fees need to be paid in full 30 days before your event. Make checks payable to LCBPOA and please put "Clubhouse Rental" on all checks, envelopes and any correspondence. You may pay online at [www.lakecomobeachpoa.com](http://www.lakecomobeachpoa.com), in person on Wednesday's 4:00 p.m.-6:00 p.m., Saturday's 10:00 a.m.-Noon, the drop box located at the front door or by appointment with the Clubhouse manager (262-325-8163 / [clubhousemaager12@gmail.com](mailto:clubhousemaager12@gmail.com)).

### **Clubhouse Dimensions**

The Clubhouse is approximately 68 ft long. By the stairs to the wall is 26 ft wide. Wall to wall is 32 ft wide.

The fireplace mantel is 13" long, 16" deep.

The stage is 13'8 long, 9'7" deep.

### **Tables and Chairs**

We supply tables and chairs but do not supply linens for the tables. 32 banquet tables and 250 padded banquet chairs.

Oblong tables are 6 ft long x 29 ½ wide.

Round tables are 20-60"

32 tables with 6 chairs = 192 people.

### **Amenities Included**

- Sound system and large flat screen TV (able to play CD's or view video).
- Separate bar area with seating for 24 with an outside patio. The bar is open from 5:00 p.m.-11:00 p.m. No exceptions. Bar packages are available and may be customized within reason. See Clubhouse manager for further details.
- A fully equipped kitchen includes a stove/oven, full size refrigerator, sink, dishwasher, kitchen island and plenty of counter space and storage area.
- Outlets throughout the building.
- Men and Women bathrooms handicapped accessible.
- Parking in front and behind the Clubhouse.
- Playground area and basketball court.
- Cement patio on 3 sides of the building plus the patio outside of the bar area.

### **Additional Amenities Available**

Hot and Cold Buffet tables - \$50.00 each.

### **Set-Up / Clean-Up Fees**

Set up the night *before* the Event - \$100.00 fee.

Sunday clean-up and/or vendor pick-ups - \$100.00 fee.