# FEE CATEGORIES

1. Locally Elected Urbana Government Organizations and Urbana Park District Affiliated Organizations
2. Private Individuals, Churches, University and Charitable Organizations, Business Meetings, and State and Federal Agencies
3. Organizations, Businesses & Individuals charging a fee for their event, including those groups listed in categories 1 & 2

## Basic Fee Schedule

Final payment for all rentals is due two weeks after approval of your request. Requests are usually approved or denied in approximately 2-3 business days. There will be a $25 service charge on all returned payments.

### Maximum Room Capacity

<table>
<thead>
<tr>
<th></th>
<th>1 Affiliate &amp; Government Groups</th>
<th>2 Private Individuals</th>
<th>3 Private Charging Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lake House</strong> (Rental room, hallway, prep kitchen) (50 seated OR 60 standing)</td>
<td>Mon-Thurs $10/hour</td>
<td>Mon-Thurs $50/hour</td>
<td>Mon-Thurs $100/hour</td>
</tr>
<tr>
<td></td>
<td>Fri-Sun $20/hour</td>
<td>Fri-Sun $60/hour</td>
<td>Fri-Sun $120/hour</td>
</tr>
<tr>
<td><strong>Lake House Plus Outdoor Patio</strong> (100 seated OR 200 standing)</td>
<td>Mon-Thurs $25/hour</td>
<td>Mon-Thurs $65/hour</td>
<td>Mon-Thurs $130/hour</td>
</tr>
<tr>
<td></td>
<td>Fri-Sun $35/hour</td>
<td>Fri-Sun $75/hour</td>
<td>Fri-Sun $150/hour</td>
</tr>
<tr>
<td><strong>Outdoor Lakeside Deck</strong> (Room for up to 75 chairs you provide)</td>
<td>Mon-Thurs $50</td>
<td>Mon-Thurs $50</td>
<td>Mon-Thurs $50</td>
</tr>
<tr>
<td></td>
<td>Fri-Sun $50</td>
<td>Fri-Sun $50</td>
<td>Fri-Sun $50</td>
</tr>
<tr>
<td><strong>Security Deposit</strong></td>
<td>$75</td>
<td>$75</td>
<td>$75</td>
</tr>
<tr>
<td><strong>Alcohol Permit</strong></td>
<td>$25</td>
<td>$25</td>
<td>$25</td>
</tr>
<tr>
<td><strong>Alcohol Deposit</strong></td>
<td>$50</td>
<td>$50</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Seminar/Meeting Rate</strong> (Call 217-367-1544 to see if you qualify)</td>
<td>N/A</td>
<td>Mon-Thurs $35/hour</td>
<td>Mon-Thurs $70/hour</td>
</tr>
<tr>
<td></td>
<td>Fri-Sun $45/hour</td>
<td>Fri-Sun $80/hour</td>
<td></td>
</tr>
<tr>
<td><strong>Group Boat Rentals</strong> (May-September)</td>
<td>Up to a 25% discount</td>
<td>Up to a 25% discount</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Holiday Fees are an additional $15 per hour for the Lake House (New Year’s Eve, New Year’s Day, Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving and the day after, Christmas Eve, and Christmas Day).

## Rental Rules & Regulations

1. The prep kitchen includes a refrigerator, freezer, sinks, small microwave, ice machine, and counter space. There is NO over or stovetop available.
2. Outdoor live music or disc jockey service must end by 10pm.
3. Groups are responsible for making sure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for group members under 18 years of age or 21 if alcohol is served. The chaperones must be approved by the Community Program Manager. Generally, one chaperone must be provided for every 15 minor participants.

## Last-Minute Requests

Requests made 7 business days or less from rental date will be charged an additional $15 per hour. Their approval is contingent upon staff availability and time for custodial staff to ready the facility.
How to Rent from the Urbana Park District

Rental request packets are available at all Urbana Park District facilities. Packets are also available via e-mail, fax machine, or on our website.

Deposit is due when submitting a rental request form. Payment is due two weeks after receiving your confirmation or immediately upon receiving your confirmation if the rental date is within four weeks. Rentals are final when approved by the Program Manager of that facility. You will be contacted by phone, mail or email with confirmation of your rental date and permit information.

Completed requests and their corresponding deposits should be dropped off at the following locations:

<table>
<thead>
<tr>
<th>Rental locations &amp; where to submit paperwork &amp; deposit:</th>
<th>Deposit due at time of submission:</th>
<th>Advanced notice required:*</th>
<th>Maximum Capacity (may vary depending on room setup)</th>
<th>Alcohol allowed with permit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anita Purves Nature Center 1505 N. Broadway Ave, 61801 217-384-4062</td>
<td>$75</td>
<td>2 Weeks</td>
<td>80</td>
<td>No</td>
</tr>
<tr>
<td>Brookens Gym 1776 E. Washington Ave, 61802 217-255-8601</td>
<td>$75</td>
<td>2 Weeks</td>
<td>500</td>
<td>No</td>
</tr>
<tr>
<td>Crystal Lake Park Family Aquatic Center 1401 N. Broadway Ave, 61801 217-239-7946</td>
<td>$75</td>
<td>3 Weeks</td>
<td>1200</td>
<td>No</td>
</tr>
<tr>
<td>Lake House 505 W. Stoughton, 61801 217-367-1544</td>
<td>$75</td>
<td>2 Weeks</td>
<td>Inside Only: 50 Including Patio: 100</td>
<td>Yes</td>
</tr>
<tr>
<td>Outdoor Fields Brookens Gym 1776 E. Washington Ave, 61802 217-255-8601</td>
<td>$75</td>
<td>2 Weeks</td>
<td>NA</td>
<td>No</td>
</tr>
<tr>
<td>Parks 1011 E. Kerr Ave, 61801 217-344-9583</td>
<td>$200</td>
<td>4 Weeks</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td>Pavilions 505 W. Stoughton, 61801 217-367-1544</td>
<td>Balance due at time of submission</td>
<td>1 Week</td>
<td>NA</td>
<td>Yes</td>
</tr>
<tr>
<td>Phillips Recreation Center 505 W. Stoughton, 61801 217-367-1544</td>
<td>$75</td>
<td>2 Weeks</td>
<td>100</td>
<td>No</td>
</tr>
<tr>
<td>Urbana Indoor Aquatic Center 102 E. Michigan Ave, 61802 217-384-7665</td>
<td>$75</td>
<td>3 Weeks</td>
<td>350</td>
<td>No</td>
</tr>
</tbody>
</table>

*Staff will try to accommodate requests within one to two weeks’ notice if space and staffing are available.

Cancellations must be made at least four weeks prior to the rental in order to receive full refund of fees and deposit minus a $5 processing fee. Any cancellations made less than four weeks before the rental will be refunded according to the following schedule:

<table>
<thead>
<tr>
<th>Date of Cancellation:</th>
<th>Renter Receives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 4 weeks in advance</td>
<td>100% of rental fee + deposit minus $5 processing fee</td>
</tr>
<tr>
<td>27-21 days in advance</td>
<td>75% of rental fee + deposit</td>
</tr>
<tr>
<td>20-14 days in advance</td>
<td>50% of rental fee + deposit</td>
</tr>
<tr>
<td>13-7 days in advance</td>
<td>25% of rental fee + deposit</td>
</tr>
<tr>
<td>Less than 7 days in advance</td>
<td>Entire rental fee is forfeited; deposit is returned</td>
</tr>
</tbody>
</table>

206 W. Park St., 61801 | 217-367-1544 | Fax 217-367-1592 | Lake House in Crystal Lake Park | Revised 08/2017
Lake House in Crystal Lake Park
206 W. Park Street, Urbana, IL 61801

From the North: Take I-57 South to I-74 Easy. Go approx. 3.5 miles to the Lincoln Avenue exit. Turn right, go South approx. 1.5 miles to the fourth stoplight, which is University Avenue. Turn left and go East to the fourth stoplight, which is Race Street. Turn left on Race. The Lake House is one block North at the end of Race Street.

From the South: Take I-57 North to I-74 East and follow directions above.

From the West: Take I-72 East to I-57 North. Go North approx. 2 miles and exit I-74 East.
Below is a list of tables and chairs available at the Lake House. Please indicate what you will need by placing the appropriate number next to the desired equipment. Also, indicate room set-up by drawing the arrangement on the diagram below. If you would like to talk to the Community Program Manager, please call 217-367-1544 ext. 277 to set up an appointment.

**Equipment available (write number needed):**
- Six-foot tables (6 available)
- Four-foot tables (8 available)
- Chairs (50 available)

Note: If you are renting the Patio, it has 6 hexagon and 2 wheelchair accessible stationary picnic tables. The District’s tables and chairs are for indoor use only.

Special Instructions:

![Diagram showing floor plan of the Lake House Meeting Room with labels for Fire Place, Hearth Seating, Access to Restrooms, Access to Kitchen, Hall, Access to Terrace, Windows, and Outlets.}

**ATTENTION**

Draw your tables this big:

- 6 ft. table
  - 3 chairs/side
- 4 ft. table
  - 2 chairs/side

Chairs
Urbana Park District Rental Rules & Regulations

Behavior: Initial:_____
◊ Please be considerate of other patrons and minimize noise or other disturbances during your rental.
◊ There is NO smoking in any indoor Urbana Park District facility.
◊ Candles or other open flame are not permitted without prior approval.
◊ Admission fees will not be charged without prior approval and will result in a higher rental rate.
◊ Groups are responsible for making sure that all activities are properly controlled and supervised. Adequate adult chaperones must be provided for group members less than 18 years of age. Generally, one chaperone must be provided for every 5-15 minor participants.

Payments: Initial:_____
Deposit is due when submitting a rental request form. Payment is due two weeks after receiving your confirmation if the rental date is within four weeks. Rentals are final when approved by the Program Manager of that facility. You will be contacted by phone, mail or email with confirmation of your rental date and permit information.
◊ All payments are to made to the Urbana Park District.
◊ There will be a $25 service charge on all returned payments.
◊ Any party that stays over their scheduled time will be charged an additional amount at 1.5 times the hourly rate. Early arrivals cannot be accommodated.
◊ Cancellations must be made at least four weeks prior to the rental in order to receive a full refund of fees and deposit minus a $5 scheduling charge. Any cancellations made less than four weeks before the rental will be refunded according to the following schedule:

<table>
<thead>
<tr>
<th>Date of Cancellation:</th>
<th>Renter Receives:</th>
</tr>
</thead>
<tbody>
<tr>
<td>More than 4 weeks in advance</td>
<td>100% of rental fee + deposit minus $5 processing fee</td>
</tr>
<tr>
<td>27-21 days in advance</td>
<td>75% of rental fee + deposit</td>
</tr>
<tr>
<td>20-14 days in advance</td>
<td>50% of rental fee + deposit</td>
</tr>
<tr>
<td>13-7 days in advance</td>
<td>25% of rental fee + deposit</td>
</tr>
<tr>
<td>Less than 7 days in advance</td>
<td>Entire rental fee is forfeited; deposit is returned</td>
</tr>
</tbody>
</table>

Food and Drink: Initial:_____
◊ Food and drink allowed in designated areas only.
◊ Use of alcoholic beverages is allowed at the Lake House, parks, and pavilions with an alcohol permit. Permits must be applied for and approved and a certificate of insurance naming the Urbana Park District as additionally insured for $1,000,000 is provided 2 weeks prior to the rental. If a permit is approved, only beer and wine are allowed and they must remain within the rental area. The use of other intoxicants is prohibited at all times.
◊ You will need to provide your own caterer, utensils, cups, etc. (unless you purchase refreshments from the Urbana Park District). The Urbana Park District encourages the use of reusable or compostable mugs, plates, and silverware in place of Styrofoam and plastic. Recycling is encouraged.

Set Up & Clean Up: Initial:_____
◊ Furniture and equipment are not to be moved without prior approval. Some items are permanent fixtures and cannot be removed.
◊ No furniture or equipment is to be loaned or rented out for use outside of the facility unless approved by the Program Manager.
◊ There are no provisions for renters to store any items prior to or after any rental without approval.
◊ The use of tape of any kind, thumb tacks, staples, nails, or other forms of fasteners to hang pictures and decorations by direct attachment to painted wood, walls, rafters or ceiling tile is prohibited. Silly string and glitter are not permitted.
Urbana Park District Rental Rules & Regulations

◊ Renter is responsible for leaving the facility in the same condition it was found. All trash is to be picked up, bagged, and taken to the appropriate containers. All decorations must be removed (streamers, signs, balloons, etc.), tables and chairs must be wiped down, floor must be swept, and any other necessary cleaning must be done within the scheduled rental time.

◊ If staff must remove any helium balloons from the ceiling of a rented room, a $25 per balloon fee will be taken from the damage deposit.

◊ After your facility rental you are required, in cooperation with the Building Attendant, to complete and sign a facility checklist. This completed and approved checklist will ensure your deposit’s return.

Liability:

◊ The Urbana Park District reserves the right to have staff present at any meetings or events held in its facilities.

◊ The Urbana Park District assumes no responsibility for personal property brought into the facility.

◊ Indoor rentals require an employee to be present at all times. Keys will never be issued to any other person or group.

◊ Groups requesting use of any facility shall be known to the Urbana Park District. Any group or organization not known shall be asked to present a written statement of its purpose, the reason for the meeting and the names of its officers or leaders.

◊ Use of the facility does not imply endorsement or sponsorship of the events by the Urbana Park District. Publicity should be designed to identify clearly and accurately the name of the sponsoring group.

◊ It is understood that individuals, groups or organizations using this facility will comply with the laws of the State of Illinois, the City of Urbana and the Urbana Park District.

◊ The applicant or group representative will assume liability for any injury or damage done to the building, equipment, participants, or staff during their scheduled rental.

◊ The Park Board, the Executive Director, the City of Urbana Police or other authorized personnel may revoke any permit granted, at any time, if it is determined that the application for permit contained any misrepresentation or false statement, or that any condition set forth in the policies governing the permit requested is not being complied with, or that safety of the participants in the activities of the applicant or other visitors to the park/facility is endangered by the continuation of such activity or that the permit needs to be revoked to protect the park/facility or to protect the right of the general public to use the park/facility.

◊ By signing the Application Permit Request form you and your group have agreed to follow all Park District rental rules and regulations. Furthermore, you agree to compensate for damage, loss or expenses that occur, hold harmless and defend the District, its officers, agents, servants and employees from any and all claims resulting from injuries, damages and/or losses sustained by yourself or your group as a result of the use of this facility and its adjoining property.

◊ Urbana Park District will not be liable for any claims for injury or damages resulting from or arising out of the use of the District’s facility or premises and the permit holder agrees to indemnify the Park District and hold harmless against any and all such claims, damages, losses and expenses except to the extent the Park District caused the injury. If requested by the District, the permit holder shall carry insurance against such claims and furnish the District with a certificate of insurance evidencing same.

I have read all the Rules and Regulations attached. I understand and agree to them as a condition of my use of Urbana Park District parks/facilities. I further understand that noncompliance with these conditions may result in loss of permit, additional fees and charges or any other applicable consequences under the ordinances of the Urbana Park District or under the law.

Signature: _________________________________________________ Date: _____________________
In order to be issued an Urbana Park District Alcoholic Beverage Permit, the applicant must complete the following steps and procedures:

1. Secure a permit for the use of an approved Urbana Park District site and facility.
2. Secure an application for beer and wine use permit from the Park District office at 505 West Stoughton, Urbana, Illinois 61801.
3. Complete, sign and submit that application along with the $25 permit fee and the $50 deposit to the office of the Urbana Park District no later than ten (10) working days after approval of the rental.
4. The applicant shall submit an acceptable certificate of insurance for host liquor liability providing insurance coverage to the applicant naming the Urbana Park District as additionally insured no later than two weeks prior to the rental. The minimum acceptable policy is $1,000,000 combined single limit liability.
5. A packet for the application of an Urbana Park District beer and wine permit shall consist of the following: Application Procedures and Application for Permit, and Copy of Beer and Wine Ordinance #85.

APPLICATION FOR PERMIT TO SERVE ALCOHOLIC BEVERAGES

Name of organization making request:________________________________________ (Having charge of occasion)

Name of person making request:______________________________________________

Address: Work:________________________________________________________________

Home:_____________________________________________________________________

Phone Number of applicant: Home:__________________________________________ Work:________________________________________

Insurance carrier:____________________________________________________________________

Address:____________________________________________________________________ Phone:________________________________________

Facility requested:________________________________________________________________

Date requested:_________________________ Hours alcoholic beverages will be served:_________________________

Type of activity planned:________________________________________________________________

Number of participants anticipated:________________________________________________________________

I acknowledge the receipt of a copy of Ordinance #85. I understand the restriction imposed by the Park District Ordinance and I understand that “Host Liquor Liability Insurance” is required and, and the Urbana Park District be named as an additional insured by the applicant's carrier with a certificate of the same provided to the District. I acknowledge the required payment of the $25 permit fee and a $50 damage deposit.

I have read and understand this application.

Signature:________________________________________________________________________ Date:__________________________
Urbana Park District
Ordinance #85

It is Ordained by the Board of Commissioners of the Urbana Park District, Champaign County, Illinois, that Chapter X, Section 14 of the Urbana Park District Code is hereby amended to read as follows:

Chapter X
Section 14 ALCOHOLIC BEVERAGES:

a. Except as permitted in the following part of this Section, no person shall bring into the parks or other public places of the District any alcoholic beverages. Furthermore, except as permitted in the following part of this Section, no person shall possess or drink alcoholic beverages in any park or public place under the jurisdiction of the District. Any person violating the provisions of this Section shall be fined as provided in the Urbana Park District Code.

b. Before permission to serve beer and/or wine is granted by the Executive Director, an applicant must submit a written application form specifying the date, times and specific park structures or areas where the service of the beverage will occur, submit an acceptable certificate of insurance for host liquor providing coverage to the applicant and naming the Urbana Park District as an additional insured, pay the permit fee and any fee for use of any structure involved and agree to comply with the following conditions during the event:

i. Limit service to the date, times and places described in the permit. No permit shall exceed six hours in duration;
ii. Not allow any consumption directly from a glass container during the event; and
iii. Not sell, give or allow to be sold or given any alcoholic beverage for any consideration whatsoever.

c. Any party to whom a permit has been issued shall, by the acceptance thereof, be deemed to have unconditionally agreed with all of the following terms:

i. To abide by all terms, provisions, conditions and limitations of this Ordinance;
ii. To abide by all the rules and regulations of the Urbana Park District, the City of Urbana and the State of Illinois;
iii. To pay, when due, all charges deemed necessary by reason of the nature of the particular function in question;
iv. To not sell or give or allow to be sold or given any alcoholic beverage for any consideration whatsoever so as to give rise to a cause of action on the part of any person, either directly or indirectly, under the provision of “An Act Relating to Alcoholic Liquors”, and particularly that part thereof commonly known as the Illinois Dram Shop Act and all amendments thereto; and
v. To submit and acceptable certificate of insurance for host liquor providing insurance coverage to the applicant and naming the Urbana Park District as an additional insured.

d. A permit to serve beer and/or wine is nontransferable and, for good cause, in the sole opinion of the Board of Commissioners, the Executive Director, or any designated personnel, any permit issued may be terminated either prior to or during the event.

(Approved 8/12/08)
RENTAL REQUEST FORM

Full Name (please print) ____________________________ Organization ____________________________

Address ___________________________________________ City _______ State _______ Zip _______

Home ______- ______ Work ______- ______ Cell ______- ______

Email ____________________________ Birthdate ____________________________

Best Way to Contact (Check One) ☐ Cell Phone ☐ Home Phone ☐ Work Phone ☐ Email

Rental Dates ____________________________ Rental Days Su M Tu W Th F Sa # of Guest ______

Request time includes time to set up, clean up, and caterer time. Rental fee will start when the first person arrives & ends when the last person leaves. You will be charged time and a half for time not requested on this form.

Rental Time (include set-up/clean-up) ______- ______ to ______- ______ Actual Event Time ______- ______ to ______- ______ # Hours ______

Purpose of Event ____________________________

Will a Fee be Charged? ☐ Yes ☐ No Open to the Public? ☐ Yes ☐ No

Alcohol Beverage Permit? ☐ Yes ☐ No

Caterer ____________________________ Other Information ____________________________

Lake House Facility Options

☐ 50 seated or 60 standing
   (Room, Hallway & Prep Kitchen)
☐ 100 seated or 200 standing
   (Rental Room plus patio)
☐ 16 seated/50 standing
   (Add the lakeside deck (for $50 flat fee)
   Two-Hour block of time:_________
   Room for up to 75 chairs you provide
☐ Group Boat Rentals (May-September)
   (Call to pre-arrange - separate form used)

Equipment Use Request

☐ TV/DVD ($10) ☐ Podium
☐ LCD Projector ($20) ☐ Movie Screen
☐ Fireplace (Nov-Mar) ($20) ☐ Easel
☐ Coffee Urn - Urns Only ($5)

Refreshment Request

☐ Coffee ($7/gallon) ☐ Hot Water & Tea Assortment ($7)
☐ Ice Tea ($4/gallon) ☐ Lemonade ($4/gallon)

Refreshments are available with one-week advance notice. Please indicate the number of gallons of each drink that you would like. Refreshment fee includes beverages, cups, and condiments.
### OFFICE USE ONLY - Total Charges

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Damage Deposit</td>
<td>$75.00</td>
</tr>
<tr>
<td>Rental Fee (x) hours</td>
<td>$</td>
</tr>
<tr>
<td>Refreshment Fee</td>
<td>$</td>
</tr>
<tr>
<td>Equipment Fee</td>
<td>$</td>
</tr>
<tr>
<td>Alcohol Permit Fee</td>
<td>$</td>
</tr>
<tr>
<td>Alcohol Deposit</td>
<td>$</td>
</tr>
<tr>
<td>Lakeside Deck</td>
<td>$</td>
</tr>
</tbody>
</table>

| Total                        | $       |
| Total Received               | $       |
| Balance Due                  | $       |

### OFFICE USE ONLY

<table>
<thead>
<tr>
<th>Received by</th>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC: Amex V M D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Balance $</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CC: Amex V M D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taken by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Approved on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active entry by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UPD ID#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Active entry on</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Permit#</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit: Refunded/Claimed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refunded by</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date Refunded</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Via: Check/CC</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notified: Mail/Email</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- [ ] Request to P/O and LH
- [ ] Set-up to P/O & LH
- [ ] Alcohol Permit Request to Cottage
- [ ] Alcohol Insurance to Cottage
- [ ] Alcohol Permit & Insurance to LH

### Notes:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________