

LAKE IAMONIA LODGE RULES AND REGULATIONS
"CHECKLIST"

1. A \$250 security deposit payable to "Lake Iamonia Lodge" is required to secure the Lodge for your event. This deposit is **not** applied to the rental invoice but will be refunded after the event **IF** proper clean up has been done and no damage has occurred.
2. Execute and return the "CLIENT INFORMATION FORM" and Page 5 of the "RENTER'S AGREEMENT", along with your deposit.
3. Execute and return the "RENTER'S DESIGNATED REPRESENTATIVE" form **at least one month prior** to your event.
4. Have **both** the caterer and the event planner (if applicable) execute and return the "CATERER & EVENT PLANNER AGREEMENT" **at least one month prior** to the event.
5. If applicable, based on your number of guests, contact Owner's Representative **at least one month prior to the event** regarding the utilization of Sheriff's Department for parking. (Allow four weeks for dates with football or other large community events.)
6. **One month prior to event**, contact Owner's Representative with the following information: time on the day of your event that access will be needed, information regarding early delivery of rentals (if applicable), quantities of Lodge tables and chairs you will require, and any other matters contained within the LAKE IAMONIA LODGE RULES AND REGULATIONS that require discussion.
7. Lake Iamonia Lodge requires that full payment **BE RECEIVED no later than one month prior** to your event. An invoice will be mailed or faxed to you in advance, if requested.
8. At the conclusion of your event, make sure that all required cleanup is completed so that your security deposit can be returned promptly and in-full.
9. Any additional charges incurred after initial invoicing will be processed on the first working day following your event. The return of your security deposit may be delayed until payment for additional charges are received or these may be deducted from such refund.

Lake Iamonia Lodge mailing address: P.O. Box 16031; Tallahassee, FL 32317
Owner's Representative: Barbara Whiteside
Phone: 850 508-2094
Fax: 850 576-1410