

Curriers Lakeview Lodge

Entire Lodge Group Contract

This Venue Group Contract (“Agreement”) is made and entered into on this _____ day of _____, 20____, by and between:

Curriers Lakeview Lodge

Shawn and Becky Payne, Owners
Rice Lake, Wisconsin

and

Group Coordinator

Name: _____
Address: _____
Phone: _____
Email: _____

The Group Coordinator represents the venue party (“Group”) and is responsible for all reservations, payments, and communication with Curriers Lakeview Lodge.

1. Reservation & Payment Terms

- **Deposit:** A deposit equal to the **first night’s lodging** is due at the time of booking. This deposit is **refundable until 120 days prior** to the scheduled arrival date.
- **Second Payment:** At **120 days prior** to arrival, **50% of the total reservation** (or the second night’s stay) must be paid.
- **Final Payment:** The remaining balance is due **90 days prior** to arrival.

2. Cancellation & Refund Policy

- **120+ days prior to arrival:** Full refund, including the first night’s deposit.
- **119–90 days prior to arrival:** 50% refund, unless the event is rescheduled within 12 months.
- **Less than 90 days prior:** No refund will be issued.

3. Guest Responsibilities

- The Group Coordinator is responsible for ensuring all guests comply with lodge policies.
- **Vendor Coordination:** All outside vendors (caterers, tent companies, digger hotline, photographers, boats, pets, etc.) must be coordinated through the owners. Vendors may be required to provide proof of insurance.

- **Check-in Requirements:** Identification of each guest and a credit card on file are required for each room or with the Group Coordinator.
- **Property Use:** Guests are responsible for normal cleanup of rooms and lodge areas, as with any reservation. Additional cleaning or damages will be charged to the Group Coordinator's credit card on file.
- **Policies:** All guests are required to follow Curriers Lakeview Lodge's posted **policies**, including smoking/vaping, pet, dishes, and other rules outlined on the reservation confirmation and on the lodge website.

4. Gratuity

A 10% **gratuity** will be added to the total reservation cost to support lodge staff.

5. Entire Lodge Buyout

- This Agreement covers full-lodge utilization for the exclusive use of the Group during the contracted dates.
- The Group Coordinator is the sole contact person with Curriers Lakeview Lodge for all venue-related matters.

6. Governing Law

This Agreement shall be governed by the laws of the State of Wisconsin.

Signatures

Group Coordinator

Signature: _____ Date: _____

Curriers Lakeview Lodge

Shawn and Becky Payne, Owners

Signature: _____ Date: _____