

EXHIBIT "A"

(Questionnaire to be completed by Applicant follows. To be completed and returned 14 days before event.)

Host Name:		Address:	
Phone:			
Secondary Contact Information			
Email:			
Date of Event:			
Reservation Period:		Event Start & End Time:	
Type of Event:		Final Est. Guest Count:	
Area Reserved:	<input type="checkbox"/> The Entire Facility <input type="checkbox"/> The Pavilion <input type="checkbox"/> The Grand Room <input type="checkbox"/> The Overlook Room <input type="checkbox"/> The Lobby		
Alcohol:	Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, you must have a TABC server present. Do you need a contact for booking a recommended TABC server? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Security Officer(s):	<p>Security Officers are required for events serving alcohol and/or over 50 guests.</p> Security Officers Needed: _____ x No. of Hours (4 minimum) _____ Event Time Frame Needed: _____ <p><u>Officers must remain present until the last person leaves the premises.</u></p>		
Vendors:	<p>Please list all vendors with contact information who will be participating or assisting with your event.</p>		
Tables & Chairs:	If you have reserved an indoor space and wish to use the tables & chairs, please complete the following. For reservations at The Pavilion, patio furniture and picnic tables may be moved at the sole responsibility of the Applicant or through the Association for an additional cost. <p>Do you want to use The Lake House tables & chairs? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>*You must complete your floor plan in the planning pod portal 5 days prior to your event to ensure proper setup of tables and chairs.</p> <p># Chairs _____ # 60" Round Tables _____ #6' Rectangle Tables _____ #Cocktail Tables _____ <i>Available (subject to change): 125 chairs, 12 - 60" round tables, 8 - 6' rectangle tables, 7- cocktail tables</i></p>		
Audio & Visual:	<p>Please select the appropriate box if you plan to use the sound or TV equipment.</p> <input type="checkbox"/> Grand Room TV <input type="checkbox"/> Grand Room Speakers <input type="checkbox"/> Grand Room Kitchen TV <input type="checkbox"/> Overlook Speakers <input type="checkbox"/> Pavilion Speakers <input type="checkbox"/> Microphone		

Association Initials: _____ Date: _____
 Applicant Initials: _____

The Grand Central Park Residential Association, Inc.
 The Lake House Weddings & Occasions Premises Rental Agreement

	<p>Please schedule an appointment with The Lake House staff at least 1 day in advance for tutorial and set up instructions.</p> <p>Do you plan to have a DJ, band or musician? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please explain:</p>
<p>Decor:</p>	<p>Please select the following, if applicable, and describe in the notes for review and approval.</p> <p><input type="checkbox"/> Décor high than 12' <input type="checkbox"/> Wall Décor <i>*Must be installed by licensed vendor</i> <i>*See allowed wall attachment methods in agreement</i></p> <p><input type="checkbox"/> Candles <input type="checkbox"/> Balloons <i>*Must be placed in glass containers</i> <i>*Helium balloons prohibited</i></p> <p>Notes: (please explain in detail your plans if selected an item above)</p>
<p>Catering & Service:</p>	<p>Will you have glassware during your event? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>*Prior approval is required to use glassware for beverages or food. If you do not request prior approval, it will not be permitted to use.</i></p> <p>For indoor rentals only: Do you wish to use the Keurig coffee machine or convection oven? Applicant must supply the coffee, cups & extras. Select if yes.</p> <p><input type="checkbox"/> Keurig Coffee Maker <input type="checkbox"/> Convection Oven (Grand Room only)</p>
<p>Misc. Outdoor Activities: <i>For The Pavilion Rentals Only.</i></p>	<p>Please select all that apply (see agreement for additional details):</p> <p><input type="checkbox"/> Designated Smoking Area <input type="checkbox"/> Tents or large structures <input type="checkbox"/> Inflatable Units (bounce houses are not permitted) <input type="checkbox"/> Pets <input type="checkbox"/> Petting Zoo <input type="checkbox"/> BBQ or Grill <input type="checkbox"/> Heaters <input type="checkbox"/> Sparklers</p> <p>Notes: (please explain in detail your plans if an item is selected above)</p>
<p>Estimated Parking Spaces Needed:</p>	
<p>Insurance Company:</p>	

Association Initials: _____
 Applicant Initials: _____
 Date: _____