



OUTSIDE EVENT REQUEST FORM

TODAY'S DATE: ___/___/___

NAME: _____ ADDRESS: _____

DATE of EVENT: ___/___/___ START TIME _____ END TIME _____

NAME OF EVENT:

BRIEFLY DESCRIBE PURPOSE:

Is this event for a LLPOA member and/or family member? (answer yes or no) _____

Is this event open to LLPOA members? (answer yes or no) _____

PRIMARY LOCATION OF EVENT: (check one)

Larry's Field Baby Lake Beach Area

Other (describe): _____

SECONDARY LOCATION OF EVENT: (check one)

Larry's Field Baby Lake Beach Area

Other (describe): _____

ANTICIPATED NUMBER OF GUESTS: _____

If attendees include members of an organization, name the organization and related website (if applicable): _____

Please attach Certificate of Insurance and waiver from host organization (or resident) to this Request Form.

This form, the insurance certificate and waiver should be submitted via email to the President of the LLPOA 4 weeks prior to the requested date (see the directory for the President's email address).

The event must be in keeping with the LLPOA Guidelines for Outside Events (see next page)

Guidelines Governing "Outside Events" at Lake Lucille:

1. Outside Events are defined as a non-LLPOA sponsored event using Lake Lucille Community property which includes non-members who are not immediate family, and is of a size that may potentially have a negative impact on the Community. Outside events do not have exclusive access to any LLPOA community property.
2. The Board of Trustees must approve all Outside Events.
3. No LLPOA funds may be used for Outside Events.
4. All participants must be personally invited by the host or a community member; tickets must not be sold to the general public; invitations may not be issued to unknown or anonymous persons.
5. Sponsors of the event must obtain a \$1,000,000 liability policy to cover damage to the lake, well, roads, etc, and/or injury to anyone; a waiver must be signed holding the LLPOA harmless for any injury to participants.
6. Portable toilets must be serviced daily and be placed so as to not affect neighbors.
7. Parking: If the event may potentially have a negative effect on the Community, a dedicated parking attendant must be appointed and/or hired to supervise the following:
 - A. No parking on Shore Road, Lake Road, the bridge over the dam and portions of Brook Lane, Milsom Drive and Lennox Way (see By-laws for details).
 - B. Emergency vehicles must have unrestricted access.
 - C. Keep all cars from blocking residents' driveways.
 - D. Poll all residents living close to the event, and make a list of those residents wanting their front expanse kept clear. Keep all cars away from same.
 - E. Keep a list of people who will allow their driveway to be used for guests.
8. All current LLPOA By-Laws including supervision of guests at the lake should be adhered to.
9. Intent of the event should be made clear to the Community.
10. The LLPOA Board shall notify Community members of approved outside events in advance.