



P.O. Box 39, 13919 Lake Francis Road, Dobbins, CA 95935
(888) 993-7344 (CA only) (530) 692-1700 FAX: (530) 692-1708

Lake Francis Resort Use Policy

Please initial next to each statement signifying you have read and understand the policy.

Campsites/ Cabins/ Group Use Spaces: Confirmation of your event requires a deposit of \$500.00, which includes the booking fee of \$5 to secure the date, time, and facility of your choice. Function date/space will be held a maximum of 14 days from date of booking, pending receipt of deposit, signed Facility Use Form, and signed and initialed Resort Use Policies. If a deposit is not received within those 14 days, the tentative booking will be cancelled. If the opportunity arises to sell the date/space prior to receipt of a deposit, we may require an immediate deposit. Deposits may be given with a credit card or check. A valid credit card must be on file before the reservation is confirmed for any additional charges.

Check-in for Cabins is 4pm, Check-out for cabins is 11am

Check-in for RV/Tent sites is 1pm, Check-out for RV/Tent sites is 12pm

Deposit Refund:

If, for any reason, you cancel your reservation after the deposit has been received, a full refund will be issued up to 90 days prior to your event. If your reservation is cancelled 89 to 31 days prior, we will refund 50% of the deposit, Should you cancel within the 30 day period prior to your event, the entire deposit is forfeited. A signed Facility Use Form is also required for any refund.

Site Cancellation:

All changes to the reservation including dropping and/or adding sites must be in writing. Any group making a reservation for a holiday weekend cannot cancel sites to below 10 sites and/or cabins even if they give 30 day notice. This applies to Memorial Day, Independence Day, and Labor Day weekends. **Full Payment is required 30 days prior to arrival for holiday weekends.**

Discount Policy:

Groups {ten (10) or more sites and/or cabins}{one form of payment} will receive 10% off site charges on final invoice.

Final Payment:

Final payment is due by close of business, the day after arrival.

Sites/Cabins Count Guarantee:

Sites must be confirmed 30 days prior to arrival in writing. Once specified, this number of sites is a minimum guarantee, which is not subject to reduction. If Lake Francis Resort (LFR) is not notified of the guaranteed attendance by the deadline, the number originally estimated will be the guarantee. Balance is due by close of business, the day after arrival.

Alcohol Policy:

No outside alcohol is allowed in the "Resort Area: courtyard, gazebo, lodge, field area." All beer consumed in the courtyard or gazebo area must be purchased through a signed agreement with Annie's or restaurant catering. You may bring in your own wine which will need to be delivered to Annie's; there is a \$7.00 corkage fee per bottle. NO hard liquor is allowed in the "Resort Area". If you will be having hard liquor an outside licensed service must be hired and proof of licensing provided to Lake Francis Resort prior to arrival. There are no exceptions to this rule.

Price Guarantee:

Prices are guaranteed for 90 days prior to a function and only with a signed Facility Use Form. Any function booked more than 90 days in advance may be subject to price changes.

Decorations:

If your event allows for decorations: Decorating may be done up to 4 hours prior to the event, unless otherwise established. Use of glitter or confetti is prohibited. Taping, stapling or attachment of any material to furniture or walls is not permitted. Taking down any current displays in any building is also prohibited. Candles must have drip pans and/ or hurricanes. Please discuss your decorating plans with the LFR Group Coordinator prior to installation.

Clean-Up Expectations:

Events are over by 10:00 PM, removal of any and all decorations, plus clean-up of all litter, including cigarette butts, in the facility you used must be done by 10:30 p.m. on the day of the event. Group is responsible to clean and stack all chairs and tables that you used. If you move any furniture, you are responsible to return the furniture to its original place. The area must be left as clean as you found it. A \$100.00 an hour cleaning fee will be charged to the credit card on file for any necessary clean up after your event.

Damages:

Customer scheduling an event assumes full responsibility for the conduct of its guests and is liable for any and all damage which might be incurred.

Responsibility for Loss:

LFR will not assume responsibility for damage to, or loss of any item or article left at the facilities or campground.

Pet rules:

No pets are allowed in retreat, deluxe, or mini deluxe cabins. Pets are allowed in RV, tent, rustic cabins, bare cabins, and Park Model trailers. Limit 3 pets per site. Charge is \$5.00 per pet per night for pets in rustic cabins, bare cabins, or Park Models. There is a \$100 charge for unregistered pets. Pets must be leashed at all times, sleep inside with you, be cleaned up after immediately, and not left unattended.

No pets are allowed inside fenced pool area, or in designated swim area at the lakefront.

Sundry rules:

All cabins are non-smoking units. No linens are provided. Missing or damaged items in the cabins will be charged to your credit card. Evidence of smoking in cabins will result in a \$250.00 charge being applied to your credit card. \$5.00 will be charged to your credit card for any cabin keys not returned to the office at checkout time. Resort gates are locked from 10 PM to 8 AM. CABIN check in time is 4 PM checkout time is 11 AM. RV and TENT sites check in is 1 PM check out is noon.

Retreat Center:

No fires allowed in Retreat Center except for BBQ's in designated areas. Pedestal BBQ's allowed on cabin porches, minimum height is 24".

Campground Fires:

No open fires are allowed. Fires are restricted to LFR fire rings, hibachis, BBQ's, and camp stoves or you may rent a portable, enclosed fire pit from the office for \$3.00 per night. All fires must be fully out before you go to sleep or by midnight- whichever comes first.

Returning Groups:

To be eligible to book one year in advance, a group must book and maintain a minimum of 10 sites.

To ensure that your dates and/or sites are available for the following year, please let us know before your departure. Failure to do so may result in loss of dates and/or sites.

Room / Equipment rental Rates:

If you would like to reserve any of the following, please let the Resort know as soon as possible. All accommodations are subject to availability.

- Gazebo - \$75.00 per 6 hour period or \$100.00 per day (8:00 am to 2:00 pm or 3:00 pm to 9:00 pm)
- Amphitheater - \$75.00 per 6 hour period or \$100.00 per day (8:00 am to 2:00 pm or 3:00 pm to 9:00 pm)
- Tatanka Lodge - \$75.00 per 6 hour period or \$100.00 per day (8:00 am to 2:00 pm or 3:00 pm to 9:00 pm)
- Ingersoll Lodge - \$150.00 per 6 hour period or \$200.00 per day (8:00 am to 2:00 pm or 3:00 pm to 9:00 pm)
- Group Fire Pit (Fire Bowl)(includes one bundle of wood) - \$25.00 per day
- 20 X 40 Tent - \$400.00 per day
- Portable Stage - \$50.00 per day
- PA System - \$75.00 per day – only in lodge, group is responsible for setup & takedown.
- Outdoor heater - \$30.00 per 4 hour period
- Magicator (propane) BBQ- \$100.00 per day
- Griddle - \$100.00 per day
- Traeger smoker - \$150.00 per day, LFR supplies pellets
- 6-ft. catering tables - \$7.00 each
- Tan Folding Chairs - \$2.00 each
 - If tables and chairs are rented from Lake Francis Resort, a flat fee of \$100.00 will be charged for setup and breakdown. Additional charges may apply for extraordinary clean-up, e.g.: cigarette butts, decorations, etc.
- Unlimited boat use for groups (includes 3 canoes and 7 kayak/paddleboard combos) - \$100 per hour

Agreed by the renter:

Signature: _____

Date: _____

Name of Group: _____

Date in: _____

Agreed by Lake Francis Resort

Signature: _____

Date: _____