



LORAIN LIGHTHOUSE FOUNDATION

“Jewel of the Port®”
Lorain Lighthouse Foundation, Inc.



LIGHTHOUSE SPECIAL EVENT APPLICATION

Type of event: _____

Date of event: ____/____/____ Hours for boat: _____ Expected attendance: _____

Departure Location: Black River Landing Spitzer Marina

Applicant Name: _____ Contact person: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: 1st _____ 2nd _____

NOTES:

1. Travel time to the lighthouse is a twenty minute boat ride.
2. The boat can shuttle a **maximum of 18 persons per trip**, please take this into consideration when determining boat hours needed.
3. This facility is **NOT handicap accessible**. Children under 3 years of age are not allowed due to life vest restrictions on the boat.
4. Weather cancellations: if, in the good faith judgment of the Captain of the boat, the weather or lake conditions present a safety risk, the Lighthouse Foundation and the Port Authority shall be excused from performing the boat transportation services, which are the subject of this Application for so long as such inclement weather or lake conditions exist. Party assumes risk of weather cancellations.

Rental Fees: total rental for one (1) boat for up to 2 hours is \$600 – additional hours are \$75 per hour. If applicant wishes to view the Lighthouse site prior to completing the application, a \$50 fee is required (the fee is non-refundable but will be applied to the rental).

Deposit: Deposit is 50% of the rental fee and is due at the time of the application approval. The deposit is non-refundable, except the cancellation of the trip due to weather conditions. The balance is due two (2) weeks prior to the event.

I HEREBY ACKNOWLEDGE THAT I WILL BE HELD RESPONSIBLE FOR ANY AND ALL DAMAGE OR LOSS THAT MAY OCCUR TO THE PROPERTY DURING THE TIME OF THE RENTAL.

For office use only

Application accepted by: _____ / ____ / ____
Signature Date

Deposit amount paid: \$ _____ Date: ____/____/____ () Cash () Check # _____ () Credit Card

Rental amount paid: \$ _____ Date: ____/____/____ () Cash () Check # _____ () Credit Card

Application approved by: _____ / ____ / ____
Signature Date

Comments: _____

Lorain Lighthouse Foundation, Inc. c/o Lorain Port Authority Office 319 Black River Lane Lorain, OH. 44052

www.LorainLighthouse.com



LORAIN LIGHTHOUSE FOUNDATION

“Jewel of the Port®”
Lorain Lighthouse Foundation, Inc.



RULES AND REGULATIONS FOR LIGHTHOUSE SPECIAL EVENT RENTAL

RESPONSIBLE PARTY

Applicants must be 21 years of age or older. The individual that submits and signs the application form will be considered the responsible party with respect to the fees and the subsequent use and care of the reserved sites.

RENTAL FEES

1. Total Rental for up to 2 hours is \$600.00. Additional hours are \$75.00 per hour.
2. A deposit of 50% of the rental fee is due at the time of the application approval (Non-Refundable due to cancellation by the applicant). Cash, check or credit card is acceptable.
3. The balance is due 2 weeks prior to event.
4. If the event is cancelled due to weather, the event may be rescheduled or a refund will be issued.

FOOD/BEVERAGE

1. All Food needed for the event may be provided by the Jackalope Lakeside Restaurant 301 Lakeside Avenue Lorain, OH 44052. Phone# (440) 288-2051 and Fax # (440) 288-0483. They cater many events at the Lighthouse and know the meal limitations of the Lighthouse.
2. Other arrangements for food may be made with the approval of the Lighthouse Foundation.
3. Wine, Beer & Champagne is permitted at the Lighthouse – on the boat is at the discretion of the Captain.

TRANSPORTATION

Shuttle Boat capacity is 18 persons. If more than 18, please discuss with a Lighthouse representative for any additional costs or boats.

HOW TO RESERVE

A completed application (available on the Lighthouse website – www.lorainlighthouse.com) should be submitted to the Lorain Lighthouse Foundation 319 Black River Lane, Lorain, OH 44052 or e-mail to info@lorainlighthouse.com for approval. Applications will be reviewed in a timely manner for approval. The Lorain Lighthouse Foundation, Inc. reserves the right to reject any request. For questions, call Frank at (440) 960-2301.

FACILITY/PROPERTY

1. This facility is **NOT handicap accessible**.
2. Children under 3 years of age are not allowed due to life vest restrictions on the boat.
3. Chairs (up to 50) and round tables (up to 5) are available.
4. Stove, microwave, refrigerator, coolers, linen, serving ware are not available.
5. Restroom facilities are available.
6. **Potable water is NOT available**.
7. Any other equipment, decorations, and supplies provided by the applicant must be removed on the day of the rental.
8. Applicants shall be held responsible for the return of all public and private property to the condition existing prior to the event.
9. **Smoking is not permitted** in the building.
10. Illegal substances are strictly prohibited on the premises.
11. Under no circumstances may equipment or facilities be altered.
12. Signage and/or decorations **MAY NOT** be taped, nailed, tacked, stapled, or otherwise fastened to any wall, ceiling, column, stone, window, or painted surface in any area inside the building or on the premises.
13. Discuss any required decorations with the Lighthouse representative.
14. Place all trash in the receptacles provided. The Lighthouse shall be responsible for the cleanup of any litter or debris from the event.

Lorain Lighthouse Foundation, Inc. c/o Lorain Port Authority Office 319 Black River Lane Lorain, OH. 44052

www.LorainLighthouse.com