



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 Oasis Marina

Applicant Name: _____ Contact person: _____

Organization: _____

Address: _____

City: _____ State: _____ Zip code: _____

Telephone: 1st _____ 2nd _____

RENTAL FEES

1. Total Rental for one (1) boat up to 3 hours is \$600.00. Additional boats are \$600. Additional boat rental hours are \$75.00 per hour per boat.
2. 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).
3. A deposit of 50% of the rental fee is due at the time of the application approval. The deposit is non-refundable, except the cancellation of the trip due to weather conditions. Cash, check or credit card is acceptable.
4. The balance is due two (2) weeks prior to event.
5. If the event is cancelled due to weather, the event may be rescheduled or a refund will be issued.

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.

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: _____



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RULES AND REGULATIONS FOR LIGHTHOUSE SPECIAL EVENT RENTAL

NOTES:

1. Travel time to the lighthouse is a twenty-minute (20) boat ride – each way.
2. The boat can shuttle a **maximum of 18 persons per trip**, please take this into consideration when determining boat hours needed. If more than 18, please discuss with a Lighthouse representative for any additional costs or boats.
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.

FOOD/BEVERAGE

1. All Food needed for the event may be provided by outside caterers who are familiar with events at the Lighthouse and know the meal limitations and logistics 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.
4. Chairs (up to 50) and round tables (up to 5) are available.
5. See Schedule A for additional pricing options.

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 or Ron at (440) 282-7137.

FACILITY/PROPERTY

1. Chairs (up to 50) and round tables (up to 5) are available.
2. Stove, microwave, refrigerator, coolers, linen, serving ware are **not available**.
3. Restroom facilities are available.
4. **Potable water is NOT available**.
5. Any other equipment, decorations, and supplies provided by the applicant must be removed on the day of the rental.
6. Applicants shall be held responsible for the return of all public and private property to the condition existing prior to the event.
7. **Smoking is not permitted** in the building.
8. Illegal substances are strictly prohibited on the premises.
9. Under no circumstances may equipment or facilities be altered.
10. 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.
11. Discuss any required decorations with the Lighthouse representative.
12. Place all trash in the receptacles provided. The Lighthouse shall be responsible for the **removal** of any trash from the event.



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Schedule A – Additional Options

Chair set up and tear down

- 1. _____ 10 chairs \$15
- 2. _____ 20 chairs \$30
- 3. _____ 30 chairs \$45
- 4. _____ 40 chairs \$60
- 5. _____ 50 chairs \$75

Tables set up and tear down

- 1. _____ 1 table \$15
- 2. _____ 2 tables \$30
- 3. _____ 3 tables \$45
- 4. _____ 4 tables \$60
- 5. _____ 5 tables \$75

_____ Additional Lighthouse rental hours (after 3 hours) \$100 per hour

Options approved by: _____ / _____ / _____
Signature Date

These are some suggested caterers for your event. You may use any caterer you would like to use, but I suggest they contact us for the logistics of the Lighthouse.

Erie Steak and Seafood Restaurant 301 Lakeside Avenue Lorain, OH 44052.
Phone# (440) 288-2051

Spectrum Catering 713 W. 5th St Lorain, OH 44052.
Phone (440) 752-1057.

The Boiler Room at the Shipyards 485 California Ave Lorain, OH 44052-2078.
Phone (440) 343-2956