

## LOOMIS LODGE BASIC INFORMATION

- Maximum capacity for Loomis Lodge is 175 people
- Building Rental includes:
  - 20 Round Tables: The tables are approximately 60” round, approximately 5’ wide and fit 8-10 chairs around the table.
  - 8 Rectangular Tables: The tables are approximately 8’ long, 2.5’ wide, and fit 8-10 chairs around the table.
  - 113 Chairs
  - The kitchen includes refrigerator, microwave, sink and counter space
  - There are 3 Restrooms.
  - There are several picnic tables outside.

	NON-RESIDENT Fri, Sat, Sun, Holiday	NON-RESIDENT Mon-Thurs	CITY RESIDENT Fri, Sat, Sun, Holiday	CITY RESIDENT Mon-Thurs
Brooks Park	\$300	\$200	\$225	\$150
Loomis Lodge	\$500	\$150	\$300	\$100
Loomis Lodge Deposit Fee Non-Alcohol	\$300	\$150	\$300	\$150
Loomis Lodge <b>Additional</b> Deposit Fee for Alcohol	\$300	\$300	\$300	\$300
Shaw Park	\$200	\$100	\$150	\$55
Both Loomis & Shaw	\$600	\$200	\$400	\$150

- **Deposit fee for park rental is \$300. See table above for deposit fees regarding Loomis Lodge.**
- If a park or Loomis Lodge is not rented the night before an event, it can be rented at a reduced rate of \$100, or the actual rental fee, whichever is less.
- The application, rental fee, and deposit fee are required to reserve the date of your event.
- The rental fee can be paid with cash, check, or debit/credit card. **The deposit fee must be paid in cash.**
- The rental fee and deposit fee will be refunded in full if the event is canceled prior to 30 days in advance of the approved date of the event/function.
- If the event/function is canceled within 30 days prior to the approved event/function date, no rental or deposit fee will be refunded.
- The deposit will be refunded in full if the facilities are not damaged and are clean according to the City checklist. See Loomis Lodge checklist for additional information.
- If you plan to have alcohol, an additional \$300 deposit will be required and you must provide an insurance rider at least 30 days prior to the event or your event will be canceled. See alcohol requirement sheet for additional information.
- The same individual must handle all the paperwork, provide a driver’s license or state id, pay rental and deposit fee, and pick up the key. If alcohol is requested, the insurance rider must be in the individual’s name that is renting Loomis Lodge.