

Lost Valley Lake Resort  
2334 Hwy ZZ  
Owensville, MO 65066  
800-489-2100  
314-696-0922 fax



www.lostvalleylake.com  
reservations@lostvalleylake.com

## Party Request

Units are priced individually based on the type of unit. Guests are allowed to use all resort facilities, within normal usage rules. The owner must be always in attendance with guests. This request allows an owner to bring more people to the resort than normal request allow and use resort facilities. To reserve overnight rental units in conjunction with this request, you will need to submit a Group Overnight Reservations Request.

Maintenance dues, RV storage, and any other fees must be paid in full to have a party request! No expectations!

Date of Request: \_\_\_\_\_

Owner Number: \_\_\_\_\_

Owner Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Blackout Dates: Memorial Weekend, 4<sup>th</sup> of July Weekend, Labor Day Weekend, Last weekend of October.**

**Party Dates:**

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

**Party Location:**

First Choice: \_\_\_\_\_ Second Choice: \_\_\_\_\_

Number of Guest \_\_\_\_\_

Type of Function: \_\_\_\_\_

**There is a minimum processing time of 2 weeks to determine availability.**

Approved:  Yes  No

Approved by: \_\_\_\_\_ Date approved: \_\_\_\_\_

Scheduled in SPI:  Yes Staff Initials: \_\_\_\_\_

The guest list must be turned in one week before the party. alphabetized by last name. The list and/or insurance form may be faxed to 314-696-0922, emailed to [reservations@lostvalleylake.com](mailto:reservations@lostvalleylake.com) or mailed to: Lost Valley Lake Resort Attn: Reservations, to the address above. If you are sponsoring a school group, church group, scout group, or other civic organizations that will have their own insurance **they must have a certificate of insurance listing Lost Valley Lake resort as additional insured. Without this information the party will be cancelled!**

# Party Rental Accommodations and Price List

## Outdoor Areas

### Large Pavilion

\$210/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Included: 10 Picnic Tables, BBQ Grill, Electric. **MAX CAPACITY 80 PEOPLE**

### Small Pavilion

\$150/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Included: 8 Picnic Tables, BBQ Grill, Electric, Bathroom (must share), Water Spigot.

**MAX CAPACITY 60 PEOPLE**

### Boathouse Pad #1

\$75/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Included: 4 Picnic Tables, BBQ Grill, Water Spigot. **MAX CAPACITY 30 PEOPLE**

### Boathouse Pad #2

\$120/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Included: 6 Picnic Tables, BBQ Grill. **MAX CAPACITY 45 PEOPLE**

### Boathouse Pad #3

\$230/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Included: 12 Picnic Tables, 2 BBQ Grill, Electric, Water Spigot. **MAX CAPACITY 90 PEOPLE**

### Party Pavilion #1, Closest to Cafe

\$75/ day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Included: 4 Picnic Tables, Electric, Lights, Ceiling Fans. **MAX CAPACITY 30 PEOPLE**

### Party Pavilion #2, Closest to Aquatic Ctr.

\$75/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Included: 4 Picnic Tables, Electric, Lights, Ceiling Fans. **MAX CAPACITY 30 PEOPLE**

### Yard Space

(Example, Lodge Yard by lake, or waterfall by Stables)

Pricing starts at \$250 per day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Included 50 chairs, delivered to area by LVL Staff – set up and arranged by the Owner/Family

## Indoor Rooms/Areas

Parties must take place within posted building hours on the date of the party. Parties within Gentry Hall must be cleaned up by midnight and observe quiet time starting at 11 pm.

### Gentry Hall in Lake Expo

\$2000/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

*(If a Saturday rental, includes open to close Friday & Saturday and 1<sup>st</sup> 2 hours of the day on Sunday.*

*Times vary pending building hours and availability @ no additional charge)*

Includes Concession Area, Coat Room & Private Restrooms. Your choice of 8 ft. rectangle tables (60), 400 chairs or 5 ft. round tables (60) with 400 chairs or any combination equaling the above numbers.

#### **MAX CAPACITY OF 400 GUESTS (SEATED)**

8-foot rectangle tables - Number needed - \_\_\_\_\_

5-foot round tables- Number needed - \_\_\_\_\_

Number of chairs needed - \_\_\_\_\_

### Stewart Station In Lake Expo

\$100 rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Includes: 4 Table, Private Restroom, Electric. **MAX CAPACITY OF 30 GUESTS**

8-foot rectangle tables - Number needed - \_\_\_\_\_

5-foot round tables- Number needed - \_\_\_\_\_

Number of chairs needed - \_\_\_\_\_

### Monroe Meeting Room

\$200 rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Includes: 10 Tables, has a view of the outdoor pool. **MAX CAPACITY OF 75 GUESTS.**

8-foot rectangle tables - Number needed - \_\_\_\_\_

5-foot round tables- Number needed - \_\_\_\_\_

Number of chairs needed - \_\_\_\_\_

### Courtside Place at Lake Expo

\$150 rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Includes: 6 Tables, Cable TV, Court view. **MAX CAPACITY OF 45 GUESTS,**

8-foot rectangle tables - Number needed - \_\_\_\_\_

5-foot round tables- Number needed - \_\_\_\_\_

Number of chairs needed - \_\_\_\_\_

### Gathering Place

\$325 / day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract.

Private, quiet, located near the resort entrance, features yard space, front porch, back patio, private restrooms. Available in Peak Season only, this area is not available for private rental in the Off Season.

**MAX CAPACITY 25 GUESTS.**

**☐ Fort Wilderness**

\$550/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract. *(If a Saturday rental, includes open to close Friday & Saturday and 1<sup>st</sup> 2 hours of the day on Sunday. Times vary pending building hours and availability @ no additional charge)*

**MAX CAPACITY 150 GUESTS**

NOTE: restrooms & laundry facility remain open for campers use.

8-foot rectangle tables - Number needed - \_\_\_\_\_

5-foot round tables- Number needed - \_\_\_\_\_

Number of chairs needed - \_\_\_\_\_

Number of Picnic Tables needed - \_\_\_\_\_

**☐ Lodge Grotto, Lodge Patio, Cellar & Library**

\$2500/day rental fee. 20% of the listed rental fee is due at time of booking and will be applied to rental fee total. 80% balance due within 2 weeks of receipt of contract. *(If a Saturday rental, includes open to close Friday & Saturday and 1<sup>st</sup> 2 hours of the day on Sunday. Times vary pending building hours and availability @ no additional charge)*

Interior lower level (large room only) includes Concession Room, Lodge Patio, Stage, Cellar & Library. Includes your choice of rectangle or round tables and chairs for max capacity.

**MAX CAPACITY 200 GUESTS**

8-foot rectangle tables - Number needed - \_\_\_\_\_

5-foot round tables- Number needed - \_\_\_\_\_

Number of chairs needed - \_\_\_\_\_

**All MAX CAPACITIES are ABSOLUTE - - ACTUAL CAPACITY WILL VARY WITH FURNITURE SET UP, DECORATIONS & ARRANGEMENT. Exits, fire alarms & safety features CANNOT be blocked or hidden from view & use. There MUST be a clear path from the center of the room to each Exit.**

**Additional Services & Products:**

Supplies are limited. Check your selection for accuracy & initial to the right.

Picnic Tables \$10 each. Number needed \_\_\_\_\_ @ \$10 each = \$ \_\_\_\_\_

8 ft. rectangle tables \$10 each. Number needed \_\_\_\_\_ @ \$10 each = \$ \_\_\_\_\_

5 ft. round tables \$10 each. Number needed \_\_\_\_\_ @ \$10 each = \$ \_\_\_\_\_

Cabaret Table \$10 each. Number needed \_\_\_\_\_ @ \$10 each = \$ \_\_\_\_\_

Chairs, stacking straight chair \$2 each. Number needed \_\_\_\_\_ @ \$2 each = \$ \_\_\_\_\_

Your signature below acknowledges you have filled out this form correctly and included all the areas you are requesting.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

LVL Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_