

# Lakewood Cemetery Association

## GARDEN MAUSOLEUM RECEPTION AREA USE AGREEMENT

*See attached Rules & Regulations*

Deceased Name:	Est. Number of Guests:
Date of Reception:	Time:
Contact Name:	
Address:	
City, State, Zip:	
Telephone Number: Day	Evening
Quantity Requested:	
72-inch Round Tables _____	8-foot banquet tables _____ Chairs _____
Caterer Name:	Phone:
Special Order:	

### Room Rental Fee: \$995.00

You may have additional fees from your caterer. There are additional fees for extra equipment. All fees must be paid in advance of the event.

### Equipment We Provide

Lakewood Cemetery provides up to ten 72-inch tables, 100 chairs and two 8-foot banquet tables, sound system and projector. We recommend a "trial run" with A/V equipment at least 24 hours in advance. No other equipment of any kind is included with this agreement, other than furnishings already in the room. Lakewood Cemetery will assist families in coordinating the procurement of equipment through one of its recommended vendors on a cost plus basis.

LINENS ARE REQUIRED ON ALL TABLES. YOU SHOULD ARRANGE THESE THROUGH YOUR CATERER. NO ALCOHOLIC BEVERAGES MAY BE SERVED AT ANY TIME. NO SMOKING IS PERMITTED. NO COMMERCIAL USE OF THE FACILITIES IS PERMITTED. ALL GROUPS MUST LEAVE THE PREMISES NO LATER THAN 4:00 P.M. PLEASE INITIAL \_\_\_\_\_

**Room Capacity: Reception – 96 Lecture – 150**

I have read this Agreement and attached Rules & Regulations for use of the facility and agree to abide by them. I agree to protect, indemnify, defend and hold harmless the Lakewood Cemetery Association and its employees and agents against all claims, losses or damages to persons or property, government charges of fines and costs (including reasonable attorney's fees) arising out of or connected with the event, including, but not limited to, the installation, removal, maintenance, occupancy, or use of the premises, or part thereof, by me or my guests, or any claims arising out of sole negligence or willful misconduct. The Lakewood Cemetery Association hereby confirms that I have read and understand all of the above and attached policies set forth by the Association. I affirm I am an agent representing the individual/group listed above and am authorized to sign this Agreement.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check# \_\_\_\_\_ Amount \_\_\_\_\_ Receipt# \_\_\_\_\_

Lakewood Cemetery Representative \_\_\_\_\_ Date \_\_\_\_\_

# **Lakewood Cemetery Association**

## **GARDEN MAUSOLEUM RECEPTION AREA RULES AND REGULATIONS**

- 1) The Garden Mausoleum Reception Area is available for gatherings following funerals at Lakewood Cemetery only.
- 2) Use of the Garden Mausoleum Reception Area is by reservation only and is subject to availability.
- 3) Lakewood Cemetery provides the room with up to ten 72-inch round tables, two 8-foot banquet tables, 100 chairs, sound system and projector. No other equipment of any kind is included with this agreement, other than furnishings already in the room.
- 4) Lakewood Cemetery will assist in the procurement of equipment through one of its recommended vendors on a cost plus basis.
- 5) Lakewood Cemetery requires licensed caterers for all events and has available a list of recommended caterers. Caterers are responsible for preparing, serving and cleaning up food and drinks.
- 6) Linens are required for all tables used at events and may be arranged through the caterer.
- 7) No alcoholic beverages may be served at any time.
- 8) No smoking is permitted.
- 9) No commercial use of the facilities is permitted.
- 10) All groups are responsible for keeping the area as neat and as clean as possible.
- 11) All groups need to be mindful of the fact that the Garden Mausoleum is the final resting place of many people and is subject to visitation during their gathering.
- 12) All persons using the Garden Mausoleum Reception Area, mindful of this building's purpose, will conduct themselves in a manner of dignity and respect appropriate to the surroundings.
- 13) Cemetery management reserves the right to refuse the use of our facility to anyone, in management's judgment, who fails to adhere to these policies or in any way engages in inappropriate activity.
- 14) Cemetery management, through its employees or agents, reserves the right to eject any objectionable person or persons from the Garden Mausoleum Reception Area and cemetery grounds.
- 15) All groups are under obligation to leave the building in the condition in which it was found.