

**Willowlake H.O.A.
Gazebo Reservation Form**

Name _____ Address _____
Home Phone _____ Office _____
Date of Function _____ Type of Function _____
Start Time (Including Set Up) _____ a.m./p.m. End Time (Including Cleanup) _____

TO MAKE RESERVATIONS: Each homeowner who wishes to reserve the gazebo for an event must submit a reservation form; rental fee and deposit check to Randall Management a minimum of ten days prior to the event.

1. Call 713-728-1126 to verify the requested date and time is available. Randall Management will mail you a Reservation Form.
2. Complete this form and mail/deliver to Randall Management @ 6200 Savoy, Suite 420, Houston, TX 77036 along with your deposit check.
3. The reservation will be confirmed upon receipt of a deposit check in the amount of \$200.00. Please make check payable to "Willowlake H.O.A." Note: If the function is a community wide function, approved by the Board of Directors, no deposit is required. Non-residents are required to pay a rental fee of \$600 in addition to the security deposit of \$200.
4. The deposit check will be returned after the gazebo is inspected. Inspections will occur after the function or within 48 hours. **Some or all of the deposit may be kept if there is damage or any of the Guidelines listed on this form are violated.** User liability for damage or clean up is not limited to the amount of the deposit.

GUIDELINES:

1. Assessment fees must be current; reservations are on a first come first serve basis.
2. The person making the reservation must be a Willowlake resident, at least 21 years of age, and must remain on premises at all times.
3. Use the gazebo is limited to neighborhood meetings and residents; social functions. Profit and/or non-profit businesses/organization activities may not be held.
4. The use of signs, banners or any other form of advertisement for a profit or non-profit entity is strictly prohibited.
5. The facility must be vacated no later 10:00 p.m.
6. The person making the reservation is responsible for setup before the function and clean up afterwards. All food and trash must be removed from the area.
7. No climbing on any part of the gazebo.
8. Smoking is prohibited at all times in all areas.
9. ALCOHOL IS NOT ALLOWED.
10. **Under no circumstances are your guests allowed to park on the streets in front of the gazebo. Parking on Willowlake Park Dr. or Big Branch is prohibited. Cars should park in the parking lot. If cars park on the streets, Lessee will forfeit entire deposit. If additional parking is necessary contact The Greater Houston Builder's Association to find out if you may use their parking lot (one block away).**
11. Decorations must be attached in such a way to leave no visible damage or wear to any part of the building. (i.e. avoid the use of nails, staples, tacks etc.)
12. Event/party is to end at time specified in contract including the time it takes to pack/clean up after your event.
13. If Law Enforcement Officers are called out for any reason arising from the event/party your deposit will be forfeited.
14. Use of combustible or explosive devices is prohibited.
15. Lessee is not allowed to put trash in park receptacles and must supply trash bags and remove all litter and debris from the premises immediately following the event. Failure to do so will result in forfeit of deposit.
16. Reservations for the Gazebo may not span for more than 6 hours.

I HAVE READ AND AGREE TO ABIDE BY ALL TERMS OF THIS AGREEMENT.

Signature _____ Printed Name _____ Date _____

Return to Randall Management, 6200 Savoy, Suite 420, Houston, TX 77036 or fax to 713-728-5015

OFFICE USE ONLY

Return deposit _____ Yes _____ No _____

Board Member

Date