

LAKEHOUSE COMMUNITY ROOM RENTAL POLICIES

1. _____ Reservation requests should be made **AT LEAST ONE WEEK PRIOR** to event. In order to confirm reservation, payment must be paid online during booking. Payment will be approved by Onsite Manager to secure reservation. **Payment must be issued from the property owner.**
2. _____ Events shall occur during the following hours of operation:
 - a. Monday-Friday: 6 p.m. – 11 p.m. Saturday: 12 p.m. – 11 p.m. Sunday: 12 p.m. – 11 p.m.
3. _____ Pool parties are to be held outside of regular pool hours. **ARRANGEMENTS MUST BE MADE THROUGH TRIDENT AQUATICS AT 832-735-2468 2 WEEKS PRIOR TO PARTY OR PARTY IS SUBJECT TO**
 - a. CANCELLATION. Guests who attempt to use the pool at a clubhouse function where only the clubhouse has
 - b. been rented will result in forfeiture of the entire deposit.
4. _____ Clubhouse access will be granted during designated time frame **ONLY** and access will be closed immediately after the event.
5. _____ There shall be **NO MORE** than fifty (50) guests in attendance at each even in accordance with fire code laws.
6. _____ There shall be **NO SMOKING** inside the facility or on the premises.
7. _____ There shall be **NO ALCOHOL** permitted on the premises.
8. _____ Private parties inside clubhouse (47 chairs & 7 tables) shall be limited to five (5) hours.
 - a. (This includes set-up and clean up). Reservation time may be extended for \$20.00 per additional hour up to eight
 - b. (8) hours.
9. _____ All trash/garbage generated by the event (including kitchen use) **shall be bagged and REMOVED from the premises and NOT TO BE PLACED IN CLUBHOUSE/ PARK/POOLTRASH BINS. Any trash left behind**
 - a. **will result in forfeiture of the entire \$200.00 deposit.**
 - b. _____ Facility must be left in clean condition after use. All tables and chairs used must be cleaned and placed back in storage closet. **Any damage to clubhouse furniture will result in forfeiture of the entire \$200.00 deposit.** The clubhouse furniture **must** remain inside the clubhouse.
10. _____ **Cancellation Notice:** If an event is cancelled 24hours BEFORE reserved time, there will be a FULL refund, including the deposit; otherwise, you will be charged the full rental fee.
11. _____ Only freestanding decorations are to be used - no tape, pins, etc.
12. _____ The fees to be paid prior to the event are as follows:
 - Facility Deposit: \$200.00 (refundable if left in good order •
 - Usage Fee: \$170 (non-refundable)
(Usage Fee covers utilities, wear and tear) NO event set-up outside of the Clubhouse, including but not limited to tables and chairs, decorations, inflatables, disc jockeys, etc. Failure to comply will result in total forfeiture of \$200.00 deposit.
13. _____ Failure to comply with any and all of the requirements for rental will result in full or partial deposit forfeiture. Deposit is subject to the manner in which the facility exists upon inspection immediately following your rental. This includes but is not limited to the working order of all utilities, furniture, and inventory of furniture.

**PLEASE RETURN THIS FORM AND THE REQUEST FORM IN-PERSON TO:
THE LAKEMONT CLUBHOUSE LOCATED AT 21021 LAKEMONT BEND DR.**

LAKEMONT COMMUNITY ASSOCIATION, INC.