

## **LAKE HOUSE 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 received within 3 days of initial contact.** If payment is not received within 3 days, reservation may be forfeited. **Payment must be issued from the property owner.**
2. \_\_\_\_\_ Events shall occur during the following hours of operation:
  - **Monday-Friday**            **6 p.m. – 11 p.m.**
  - **Saturday**                    **12 pm. – 11 p.m.**
  - **Sunday**                      **12 p.m. – 11p.m.**
3. \_\_\_\_\_ Pool parties are to be held outside of regular pool hours. **ARRANGEMENTS MUST BE MADE THROUGH AQUATICO AT 281-578-7665 SEVEN (7) DAYS PRIOR TO PARTY OR PARTY IS SUBJECT TO CANCELLATION. GUESTS WHO ATTEMPT TO USE THE POOL AT A CLUBHOUSE FUNCTION WHERE ONLY THE CLUBHOUSE HAS 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 following end of 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.** This includes set-up and clean up). Reservation time may be extended for \$20.00 per additional hour up to eight (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 will result in forfeiture of the entire \$200.00 deposit.**
10. \_\_\_\_\_ Facility must be left in clean condition after use. **All tables and chairs used must be cleaned and replaced back in storage closet. Any damage to any of the clubhouse furniture will result in forfeiture of the entire \$200.00 deposit. The clubhouse furniture *must* remain inside the clubhouse.**
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, payable to Lakemont CAI)
  - **Usage Fee**                    **\$170** (non-refundable, payable to Lakemont CAI)  
*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.*

**PLEASE BE ADVISED THAT NO CASH OR CREDIT CARD WILL BE ACCEPTED ALL PAYMENTS MUST BE BY CHECK OR MONEY ORDER.**

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 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.**

**LAKE HOUSE EVENT REQUEST FORM**

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

Property Address: \_\_\_\_\_

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

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_ a.m. / p.m. to \_\_\_\_\_ a.m. / p.m.

Event Type: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Facility Requested: \_\_\_\_ Clubhouse \_\_\_\_ Pool

**A \$200.00 refundable security deposit payable to Lakemont CAI, is required at time of reservation for any of the following facilities.** Reservation requests need to be made at least one (1) week prior to the event.

- Lake House - \$170 Usage Fee**  
*(Lessee responsible for clean-up & trash removal)*
- Swimming Pool - \$20.00 per guard per hour payable to Aquatico**  
*(Available for private use only after general swim hours (Homeowners are responsible for contacting Aquatico to arrange lifeguards). Lifeguards should be scheduled and paid for at least 7 days prior to the event. Failure to contact Aquatico with the correct number of guests could result in a party cancellation. An administrative fee of \$35.00 will be charged for private pool parties. PLEASE NOTE: THE ASSOCIATION DOES NOT ARRANGE OR CONFIRM POOL PARTIES. ALL ARRANGEMENTS MUST BE MADE WITH AQUATICODIRECTLY.*

Lessee agrees to indemnify, defend at its own cost and hold harmless Lakemont Community Association, Inc.,Graham Management., their directors, officers, agents, subsidiaries and employees from any and all actions, claims, demands, liabilities, loses, damage, injury, cost or expense of whatever kind or expenses in connection therewith, brought or presented by any person, firm employees or agents of lessee and their dependents and personal representatives, for injuries or the death of any person, or damage to or loss of property arising out of any act or omission of lessee, its agents, servants, or employees in connection with or incidental to any event or the conditions of the event, the facilities, adjoining land or driveways, streets or alleys used in connection with the performance of the event, and irrespective of whether Lakemont Community Association, Inc., its directors, officers, agents, subsidiaries, or employees were concurrently negligent with lessee and irrespective of whether Lakemont Community Association, Inc., its directors, officers, agents, subsidiaries, or employees, negligence, if any was active or passive. The indemnity provided for in this paragraph shall have no application to any claim, liability, or cause of action resulting from the sole negligence of Lakemont Community Association, Inc.

I ACKNOWLEDGE AND AGREE TO ABIDE BY ALL POLICIES STATED ABOVE

LESSEE SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

OFFICE USE ONLY

SECURITY DEPOSIT RECEIVED: \_\_\_\_\_ DATE \_\_\_\_\_ PYMT TYPE & NO. \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

USAGE FEE RECEIVED: \_\_\_\_\_ DATE \_\_\_\_\_ PYMT TYPE & NO. \_\_\_\_\_ AMOUNT \$ \_\_\_\_\_

## **CLUBHOUSE RULES**

- THE LAKE HOUSE IS AVAILABLE FOR PRIVATE PARTIES TO MEMBERS OF THE LAKEMONT COMMUNITY ASSOCIATION, INC. AN EVENT REQUEST FORM IS ENCLOSED OR YOU MAY CONTACT GRAHAM MANAGEMENT COMPANY AT 832-334-8000.
- LAKE HOUSE RENTAL IS FOR THE LAKEHOUSE ONLY AND DOES NOT INCLUDE THE POOL OR PARK AREAS. POOL PARTIES ARE NOT PERMITTED DURING NORMAL POOL HOURS. ALL POOL PARTIES MUST OCCUR DURING NON-POOL HOURS AND MUST HAVE LIFEGUARDS HIRED FROM THE POOL MANAGEMENT COMPANY THAT IS CONTRACTING WITH THE ASSOCIATION.
- A \$200.00 RENTAL DEPOSIT WILL BE REQUIRED FOR CLUBHOUSE RENTAL. \$170.00 WILL BE RETAINED AS A CLEANING AND USAGE FEE AND \$200.00 WILL BE REFUNDABLE TO THE PARTY RENTING THE LAKE HOUSE UPON CONFIRMATION THAT THE PREMISES ARE RETURNED IN GOOD SHAPE. PLEASE MAKE THE DEPOSIT CHECK PAYABLE TO LAKEMONT COMMUNITY ASSOCIATION, INC. AND SUBMIT ATTACHED TO THE RENTAL REQUEST FORM.
- CLUBHOUSE ACCESS WILL BE GRANTED DURING DESIGNATED TIME FRAME ONLY AND WILL BE CLOSED IMMEDIATELY FOLLOWING END OF EVENT.
- NO ALCOHOL IS PERMITTED IN THE LAKE HOUSE OR IN THE POOL AREA.
- THE POOL MAY BE RENTED FROM 8:00 P.M. TO 11:00 P.M. ALL PARTIES MUST END BY 11:00 P.M.
- THE AIR CONDITIONING/HEATING THERMOSTAT IS ELECTRONICALLY CONTROLLED BUT MAY BE TURNED UP OR DOWN MANUALLY. IT WILL BE THE RESPONSIBILITY OF THE RENTING PARTY TO SET THE PROPER TEMPERATURE REQUIRED PRIOR TO THE PARTY PERIOD AND RETURN THE CONTROL TO THE PROPER SETTING FOLLOWING THE PARTY PERIOD.
- ALTHOUGH THERE IS A KITCHEN IN THE CLUBHOUSE FOR ASSOCIATION MEMBER USE, THE ASSOCIATION DOES NOT PROVIDE DISHWARE OR CLEANING PRODUCTS.
- FAILURE TO OBSERVE THESE RULES MAY RESULT IN FORFEITURE OF THE DEPOSIT.
- THE FACILITY MAY NOT BE USED AS AN ESTABLISHMENT TO MAKE MONEY OR FACILITATE A BUSINESS.
- BOTH THE POOL AND THE CLUBHOUSE ARE MONITORED ELECTRONICALLY. PLEASE REPORT VANDALISM TO GRAHAM MANAGEMENT COMPANY AT 832-334-8000.

## **END OF EVENT CHECKLIST**

At the end of your event, the clubhouse must be left in the same condition, if not better, than it was when you arrived. The following deductions will be made from your deposit if not completed after your event. The renter is fully responsible for any and all damages to the clubhouse that occurs during the rental period. If damages do occur beyond the amount of the deposit, the renter is fully liable for paying such additional charges. Please protect the clubhouse just as you would your own home

- All tables and chairs must be thoroughly cleaned and returned to the storage closet. Chairs must be stored correctly just as you found them when you arrived. FEE \$50
- Any trash/garbage generated by the event (including kitchen and restroom) shall be bagged and **REMOVED** from the premises and **NOT** to be placed in clubhouse, pool, or park trash bins. Any trash left inside/outside the clubhouse, pool, or park will result in **TOTAL FORFEITURE OF \$200.00 DEPOSIT.**
- Remove all decorations prior to leaving. HELIUM BALLOONS are not permitted. Only Freestanding decorations are to be used; no tape, pins, etc. All wall damage will be deducted from your deposit. MINIMUM FEE \$20
- The air-conditioning/heating thermostat is electronically controlled but may be adjusted Manually. It is the renter's responsibility to return the thermostat temperature back to the proper setting (76° F during the summer/66° F during the winter) following the event period. FEE \$30
- Floors must be thoroughly swept. Mop floors if necessary to remove any spills or stains. FEE \$30
- Clean all countertops, microwave, and refrigerator (inside and outside). Make sure both Doors to the refrigerator are closed and all food/beverages removed. FEE \$20
- Turn off all lights, ceiling fans, and water faucets. FEE \$20
- Make sure all windows and doors are locked prior to leaving. FEE \$50
- Any furniture moved must be returned to its original position. FEE \$20
- No food should be flushed down the sink; garbage disposal should be left in working order. FEE \$100

**I, \_\_\_\_\_, have adhered to all rental policies and rules; have completed the End of Event Checklist items; and am formally requesting return of my security deposit.**

\_\_\_\_\_  
**SIGNATURE OF RENTER**

\_\_\_\_\_  
**DATE**