

Reservation Request Form (2010)

Reserving Member/Club/Commercial Information

Member Name _____

Contact phone number(s) _____

Mailing address _____

Email address _____

Club or Group name if applicable _____

Reservation Information

Purpose of reservation _____ Approximate number of people _____

Facility requested _____ Room(s) requested _____

Date requested: _____ Open time _____ Close time _____

Will alcohol be served? _____ Will there be a caterer? _____

Will there be live music or a DJ? _____ Will this be advertised to the public? _____

Is there an admission cost or other financial activity? _____

Facilities are available

- Monday-Thursday 8am to 11pm
- Friday 8am to Midnight
- Saturday 10am to Midnight
- Sunday 10am to 11pm

Activities should end no later than 1 hour prior to closing to allow sufficient time for cleaning.

Additional Services available at K-Oaks Clubhouse Only

Will microphone system be required? ____ Yes ____ No

Will DVD/CD/VCR/Radio system be required? ____ Yes ____ No

Will overhead projector be required? ____ Yes ____ No (If yes, an operator is not available but we will teach a member of your reservation how to use the system)

Will table cloths be required ____ Yes (\$4.50 each paid to LVPOA) ____ No

Will the piano be required? ____ Yes (\$50 paid to Hill Country Singers) ____ No

LVPOA Facility Use Agreement 2010

The Member/Sponsor agrees to be responsible for the conduct and actions of all those attending this event at the facility (including, but not limited to all other areas of the Association's property used for ingress, egress, or parking in connection with the reservation/event). All those attending sponsor's event or during sponsor's preparation or clean up after the reservation/event shall indemnify and hold the Association, its members, officers, directors and employees harmless from any and all losses, causes of action or claims (including, but not limited to attorney's fees, expenses of investigation, litigation or settlement, expert witness fees or costs) arising in any way whatsoever from sponsor's agreements and responsibilities under this Agreement, including, but not limited to claims that may involve the negligence, in whole or in part, of the Association, its members, officers, directors and employees.

The Member/Sponsor further agrees that damages to Association property (including, but not limited to all other areas of the Association's property used for ingress, egress, or parking in connection with the reservation/event) occurring during the event described above are the responsibility of the Member/Sponsor, and that the Member/Sponsor will be charged for damages based on replacement cost.

The Member/Sponsor further agrees that failure to comply with any rule or regulation may result in loss of privilege, fees and/or fines in accordance with LVPOA bylaws and policies.

The Member/Sponsor understands and agrees that:

- _____ 1. There are fees associated with weekend rentals of the K-Oaks Clubhouse and the Bar-K Grand Pavilion of \$100.00 and \$50.00 respectively. These fees must be paid at the time of the facility orientation tour.
- _____ 2. The Member/Sponsor must tour facility at least 48hours prior to their event. Event will be cancelled if tour is not completed. (Not applicable to clubs)
- _____ 3. The Member/Sponsor will inspect the facility before the start of their function, and report any damages. Failure to report damages may result in the member or club being held accountable for those damages.
- _____ 4. Contact security upon arrival at facility. (Not applicable to clubs)
- _____ 5. Tablecloths must be picked up during facility orientation tour.
- _____ 6. Smoking is not permitted inside any facility, including the Bar-K
- _____ 7. The sale of alcoholic beverages is prohibited, unless sold under license and with specific authorization by the Board of Directors. All liability arising from the serving of alcohol will be the responsibility of the member, group or club reserving the facility.
- _____ 8. Positively no alcohol may be consumed by individuals under the age of 21.
- _____ 9. The LVPOA accepts no responsibility for personal property lost, stolen or damaged.
- _____ 10. Children (under 18) must be accompanied by an adult at all times.
- _____ 11. Pets are not allowed in the facilities.

- _____ 12. Cooking of food is not permitted in any facility.
- _____ 13. The Member/Sponsor must be present for the entire reservation/event
- _____ 14. Decorations are not to be attached directly to any walls, windows or doors. Candle wax on floors is considered damage. Glitter, confetti and helium balloons are not permitted at the K-Oaks Clubhouse.
- _____ 15. Facilities must be vacated when reservation expires. Failure to do so will result in one or more of the following actions:
 - Warning Letter
 - Suspend reservation privileges
 - Monetary fine up to \$300.00
- _____ 16. Before leaving:
 - Consolidate all trash from tables and place in receptacles provided
 - Wipe off tables if necessary and return chairs and tables to their proper positions
 - Vacuum and mop up any spills
 - Clean up any trash left outside by your guests.
 - Ensure doors and windows are locked, all lights, appliances, fans, etcetera are turned off. Remove those items you brought with you.
- _____ 17. Failure to return facility to standard configuration or to leave the facility clean and orderly will result in one or more of the following actions:
 - Warning Letter
 - Suspend reservation privileges
 - Monetary fine up to \$300.00

I have read this Agreement, I have initialed where indicated, and I agree that failure to comply with any rule or regulation may result in loss of privilege, fees and/or fines in accordance with LVPOA bylaws and policies.

MEMBER'S NAME: (print) _____

Please Sign: _____

Date: _____