

# Reservation Request Form

## Reserving Member/Club/Commercial Information

Member Name \_\_\_\_\_

Contact phone number(s) \_\_\_\_\_

Mailing address \_\_\_\_\_

Email address \_\_\_\_\_

- Club/organization name (if applicable) \_\_\_\_\_

- Members' title or position in club/organization (if applicable)  
\_\_\_\_\_

Purpose of event/organization \_\_\_\_\_

Estimated number of participants \_\_\_\_\_

**Note:** For clubs please indicate the month that your club changes leadership  
\_\_\_\_\_ (if applicable) and please attach your club roster.

## Reservation Information

Facility requested \_\_\_\_\_

Room(s) requested \_\_\_\_\_

Alternate facility/room choice if first not available \_\_\_\_\_

Date requested: \_\_\_\_\_ Alternative Date(s) requested: \_\_\_\_\_

\* Open time \_\_\_\_\_ \* Close time \_\_\_\_\_

**\* Please allow sufficient time for decorating and clean-up.**

**Note:** For clubs/organizations requesting multiple days throughout the year, please attach a list of the days you are requesting along with the opening and closing times.

**Additional Services for 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 (\$75 paid to Hill Country Singers) \_\_\_ No

| <b>RESTRICTIONS</b>  | <b>Initials</b> |
|--|-----------------|
| 1. Member must tour facility at least 48hours prior to their event. Event will be cancelled if tour is not completed. (Not applicable to clubs)  |                 |
| 2. Member agrees to inspect 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.  |                 |
| 3. Contact assigned attendant upon arrival at facility. (Not applicable to clubs)  |                 |
| 4. Table cloths must be picked up prior to the scheduled event.  |                 |
| 5. Smoking is not permitted inside any facility.   |                 |
| 6. The sale of alcoholic beverages is prohibited, unless sold under license and with specific authorization by the Board of Directors.   |                 |
| 7. Positively no alcohol may be consumed by individuals under the age of 21  |                 |
| 8. The LVPOA accepts no responsibility for personal property lost, stolen or damaged.  |                 |
| 9. Children (under 18) must be accompanied by an adult at all times.   |                 |
| 10. Pets are not allowed in the facilities.  |                 |
| 11. Cooking of food is not permitted in any facility..   |                 |
| 12. Sponsor must be present for the entire reservation/event   |                 |
| 13. Decorations – do not attach 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.   |                 |
| 14. Facilities must be vacated when reservation expires.   |                 |
| <b>15. Before leaving:</b> <ul style="list-style-type: none"> <li>• Consolidate all trash from tables and place in receptacles provided</li> <li>• Wipe off tables if necessary and return chairs and tables to their proper positions</li> <li>• Please vacuum and mop up any spills</li> <li>• Clean up any trash left outside by your guests.</li> <li>• Ensure doors and windows are locked, all lights, appliances, fans, etcetera are turned off. Remove those items you brought with you.</li> <li>• Contact security (921-8552)</li> </ul> |                 |

**Note: 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.**

**Penalty Schedule**

| <b>Violation – Failure to:</b>                   | <b>Penalties</b>   |
|--|--|
| <b>depart facility as scheduled:</b>             | <b>Up to 30 minutes:</b> <ul style="list-style-type: none"> <li>• Warning Letter</li> <li>• Suspend reservation privileges</li> </ul>  |
|  | <b>30 to 60 minutes:</b> <ul style="list-style-type: none"> <li>• Warning Letter</li> <li>• Suspend reservation privileges</li> <li>• Monetary fine<br/>\$100.00 to \$300.00</li> </ul> \$100.00 every 30minutes after 60 minutes. |
| <b>return facility to standard configuration</b> | <ul style="list-style-type: none"> <li>• Warning Letter</li> <li>• Suspend reservation privileges</li> <li>• Monetary fine up to \$100.00</li> </ul>   |
| <b>leave clean and orderly</b>                   | <ul style="list-style-type: none"> <li>• Warning Letter</li> <li>• Suspend reservation privileges</li> <li>• \$30.00/hr (minimum 2 hr charge)</li> </ul>   |

**Note:** Damages to Association property will be assessed based on replacement cost.

**READ CAREFULLY BEFORE SIGNING**

Sponsor agrees to be responsible for the conduct and actions of all those attending this reservation/event. All those (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) 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.

**MEMBER’S NAME: (print)** \_\_\_\_\_

**Please Sign:** \_\_\_\_\_

## 2008 LVPOA Fees

### Facilities Set Up Fees (No Cost for Standard Setup)

| Categories   | Primrose<br>per hour<br>(2 hour minimum) | Bluebonnet<br>per hour<br>(2 hour minimum) | Johnson<br>per hour<br>(2 hour minimum) | Ball Room<br>per hour<br>(4 hour minimum) |
|--------------|--|--|---|---|
| Set - up Fee | \$15 an hour                             | \$15 an hour                               | \$15 an hour                            | \$25 an hour                              |

### Campground

| Categories                  | Tents & Pop-up | Tents/Campers with<br>A/C | Campers with 50<br>amps |
|-----------------------------|----------------|---------------------------|-------------------------|
| POA Member/Associate Member | \$10 per night | \$15 per night            | \$20 per night          |
| Guests of Property Owners   | \$15 per night | \$20 per night            | \$25 per night          |

### Parks

| Categories                  | Fees  |
|-----------------------------|---|
| POA Member/Associate Member | Included in Annual Assessment<br><b>Displaying current year sticker in vehicle is<br/>MANDATORY</b> |
| POA Clubs                   | Included in Annual Assessment   |
| Non-POA Organizations       | \$350 a day   |
| Commercial                  | \$500 a day   |

### Miscellaneous

|                              |  |
|------------------------------|--|
| Social Club Member           | \$15 per year single or \$25 per year couple |
| Fishing Well                 | \$5 per card                                 |
| Lost/Stolen/Additional Cards | \$5 per card                                 |
| Park Pavilions               | Included in Annual Assessment                |
| Soccer Field                 | Included in Annual Assessment                |
| Volleyball Court             | Included in Annual Assessment                |

### Miscellaneous (Continued)

|   |                               |                              |
|---|-------------------------------|------------------------------|
| Tennis Courts   | Included in Annual Assessment |                              |
| Basketball Courts   | Included in Annual Assessment |                              |
| Skateboard Park   | Included in Annual Assessment |                              |
| Resale Certificate \$75, Cancellation Fee \$25, Transfer Fee \$300  |                               |                              |
| Sound Engineer for K-Oaks (when using sound system and sound board) \$25 an hour (4 hour minimum). Paid to POA. |                               |                              |
| Piano   | \$50                          | Paid to Hill Country Singers |
| Dishes  | \$1.25 per place setting      | Paid to LVWC                 |
| Tablecloths   | 4.50 each                     | Paid to LVPOA                |
| Napkins   | .15 cents each                | Paid to LVPOA                |

### Original Marina

| 20 Foot Boats   | 24 Foot Boats   | 30 Foot Boats   | 36 Foot Boats   | Sail Boats      |
|-----------------|-----------------|-----------------|-----------------|-----------------|
| \$330 quarterly | \$420 quarterly | \$525 quarterly | \$690 quarterly | \$255 quarterly |

### Community Marina

| 24 Foot Boats   | 30 Foot Boats   | 36 Foot Boats   | Sail Boats      |
|-----------------|-----------------|-----------------|-----------------|
| \$435 quarterly | \$540 quarterly | \$735 quarterly | \$300 quarterly |