

Enchanted Valley H. O. A Clubhouse Reservation Form

Name _____ Address _____
HomePhone _____ Office _____ Other _____
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 clubhouse for an event must submit a reservation form; deposit check to SCS prior to the event. The key to the clubhouse must be picked up in person at the office of SCS Management.*

1. Call 281-463-1777 Ext. 7134 to verify the requested date and time is available. SCS will send you a Reservation Form.
2. Complete this form and deliver to SCS MANAGEMENT SERVICES, INC. @ 7170 Cherry Park Drive, Houston, Texas 77095 along with your deposit check and pick up the key.
3. The reservation will be confirmed upon receipt of a deposit check in the amount of \$200.00. Please make check payable to "Enchanted Valley H.O.A." The deposit check will be returned after the clubhouse 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.***
4. The key must be picked up at the office of SCS Management between the hours of 8am and 5pm no more than 3 days prior to the event/party. The key must be returned to the office of SCS Management no more than 3 business days after the event/party between the hours of 8am and 5pm. The deposit will be returned when the key is returned based on the inspection after the event has concluded.

GUIDELINES:

1. Assessment fees must be current; reservations are on a *first come first serve* basis.
2. **The person making the reservation must be an Enchanted Valley resident, at least 21 years of age, and must remain on premises at all times.**
3. The homeowner is responsible for setup before the function and clean up afterwards. All food and trash must be removed from the area and placed in the garbage cans downstairs. The A/C or heater as well as appliances must be turned off prior to vacating the facility at the conclusion of the event.
4. There will be no access to the pool area in the off season.
5. Smoking is prohibited at all times in all areas.
6. **ALCOHOL IS NOT ALLOWED IF MINORS ARE PRESENT AT THE EVENT/PARTY.**
7. Decorations must be attached in such a way as to leave no visible damage or wear to the any part of the building. (i.e. avoid the use of nails, staples, tacks etc.)
8. Event/party is to end at time specified in contract including the time it takes to pack/clean up after an event.
9. If Law Enforcement Officers are called out for any reason arising from the event/party your deposit will be forfeited.
10. Use of combustible or explosive devices is prohibited.
11. Lessee must remove all litter and debris from the premises immediately following the event. Failure to do so will result in forfeit of deposit.

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

Signature _____ Printed name _____ Date _____

Return to SCS Mgmt, 7170 Cherry Park Dr, Houston, TX 77095