

SOUTHGATE PAVILION RESERVATION FORM

Property Owner: _____ Owner's Telephone: _____

Name of Renter /Person requesting facilities: _____

Address: _____

Owner's Email Address: _____

Renter's Email Address: _____

Telephone: _____ Date(s) of use: _____

Number of Attendees: _____ Time - Begins: _____ Ends: _____

Type of Event: _____

Rental Fee: \$25.00 (covers the cost of renting the facility).

Deposit: \$25.00 (refundable if no damages or violations occur; returned after satisfied inspection).

Both payments are required in full upon approval of the rental.

All supplies, including paper products, plates, cups napkins, etc., are to be provided by the party reserving the pavilion. The HOA will not provide any additional items or services.

I have read and understand the Pool and Pavilion Rules. I will clean the pavilion and have it ready for inspection immediately after the event on the same day. If not cleaned properly, I understand I will be billed for all trash removal and clean-up. I will also be responsible for any damage done to the pavilion or any other facility.

Exclusive use of the swimming pool is NOT included in the pavilion reservation. When using the pool facilities, the pool gate CANNOT be propped open. A valid card must be used for entering and exiting pool area with your guest. Please be responsible, review pool rules with guests and respect the rights of all pool users.

Owner's Signature: _____

Renter's Signature: _____

Amount of Payment Paid: _____ Date Payment Paid: _____

Post-function Inspection Date: _____

****** Upon submission of this form, the HOA will review availability for the requested date(s). If the pavilion is available, you will be contacted to arrange a time to meet for payment. All payments must be made in cash. A signed receipt will be provided and required at the time of payment for recordkeeping purposes. The reservation will be confirmed only after full payment has been received.

Please return this completed form to Southgatesocial24@gmail.com