

2022
Westover Hills Club
Not for Profit Rental Request Form

*Thank you for completing the form as applicable, with as much detail as possible. Upon approval of request, a **completed Rental Agreement will be sent. The signed rental agreement and payment will be required to secure reservation of facilities.** All rentals include a 15-minute setup and 15-minute clean up (except pool cabanas), additional time must be approved by management and added to rental period/price.*

Host Member Name:

(as host member, you are the responsible party and will be in attendance for duration of this event)

Primary Contact Phone #: _____

Email: _____

Description of Event *(please be specific)*:

Desired Date of Event: _____ and Time of Event _____

Number of Attendees: _____ *(including Westover Club members)*

Will Alcohol be served? _____ Yes _____ No

If yes, I understand that I am responsible for complying with all Federal, State, County and City laws governing the serving and consumption of alcohol.

Will you be bringing in additional services, such as Live Music, DJ, Inflatables, Food Trucks, Outside Catering?
Please specify:

Terms/Pricing for Facility rentals:

Private pool parties will require an additional .5 hour for cleaning and reset per lifeguard, in addition to cleanup charges stated in page 3.

All rentals include a 15-minute setup and 15-minute clean up, additional time must be approved by management and cost added to rental period, except pool cabanas which includes a 15 min only setup.

Cabana: _____

\$100 Per 2-hour slot per cabana

30 attendees max. per cabana. ATTENDEES MUST INCLUDE MEMBER HOST AND FAMILY, CLUB MEMBERS AND GUESTS. \$20 cleanup fee will be charged if lifeguards must return cabana to pre-rental condition. (Only available during pool hours)

Pool/Pool deck: _____

\$200 per hour + \$30 per lifeguard per hour (1 Lifeguard per 25 attendees, a minimum of 2 lifeguards required) (Only available during non-pool hours + requires lifeguards even if no planned swimming)

Gym: _____

\$75 per hour + \$30 per hour for a staff member supervision which may be required based on circumstances of rental. (To be determined by staff upon application review). During open hours, only 1/2 of gym may be reserved.

Field: _____

\$50 Per 2-hour time slot + \$30 per hour for a staff member supervision which may be required based on circumstances of rental. (To be determined by staff upon application review)

Event Room: _____ \$50.00 per hour + \$30 per hour for a staff member supervision which may be required based on circumstances of rental. (To be determined by staff upon application review)

Classroom: _____

\$25 per hour + \$30 per hour for a staff member supervision which may be required based on circumstances of rental. (To be determined by staff upon application review)

Member Signature _____

Printed Name Date _____

Date: _____

Please review page 3 for cleanup instructions and requirements.

Complete and return to the rental request form to Westover Hills Club to the attention of either:

Craig Bobo, General Manager

Sandra Bronson, Office Manager

Rob Mack, Pool Manager

8706 Westover Club Dr Austin, TX 78759

Office: 512 345-4235

www.westoverclub@westoverclub.com

Cleaning Instructions for all facilities

Please review the cleaning instructions and requirements and charges that apply to rental of the Westover Hills Club facilities. This form will be attached to the final agreement and submitted to the club upon completion of rental.

- _____ Replace/Return all furniture to its original position and/or location
- _____ Do not use tape/stickers/pins/staples or anything else that might damage surfaces
- _____ Wipe down any and all countertops, tabletops and sinks
- _____ Sweep floors and, if necessary, mop floors
- _____ Remove all food, beverages and items brought into the Westover Hills Club facilities
- _____ Empty refrigerator
- _____ Turn off all lights, return AC/Heating temperatures to original position
- _____ Remove ALL trash and recyclables, including trash can bags used during event, to the outside receptacles located in the main parking nearest the swimming pool entrance.

Cleaning supplies can be found in the storage closets, under the sink, office.

Facilities will be inspected by staff and or management upon completion of rental. Failure to adequately clean the facilities will result in the following fees:

- _____ Cleaning Service Fee (\$120.00)
- _____ Removal of trash and trash bags (\$5.00 each)
- _____ Wipe down surfaces, tabletops and counters (\$5.00)
- _____ Return all furniture and items to their original location (per item \$2.00)
- _____ Sweep floors (\$10)
- _____ Mop Floors (\$20)
- _____ Turn off all lights, return AC/Heating temperatures to original position
- _____ Damages to property (to be determined by management)
- _____ Return of keys (if applicable) If not returned, Locksmith Service applied _____
- _____ Additional Fees _____