

**Nottingham Country Community Association, Inc.**

**Pavilion Reservation Agreement**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Function: \_\_\_\_\_ Type of Function: \_\_\_\_\_

Start Time (Including set-up): \_\_\_\_\_ End Time (Including clean-up): \_\_\_\_\_

**TO MAKE RESERVATIONS:** *Each homeowner who wishes to reserve the pavilion for an event must submit a reservation agreement form.*

1. Call 281-463-1777 to verify the requested date and time is available.
2. Complete this form and mail/fax/deliver to Chaparral Management, 1400 Broadfield Blvd., Suite 600, Houston, TX, 77084. Fax: 281-500-7119
3. The reservation will be confirmed upon receipt of this form.

**GUIDELINES**

1. Assessment fees **must** be current.
2. The person making the reservation **must** be a NCCIA homeowner at least 21 years of age and must remain on premises at all times.
3. Use of the facility is limited to neighborhood and resident's social functions. Profit business activities may not be held.
4. The person making the reservation is responsible for set up before the function and clean up afterwards. All food and trash must be removed from the premises. No trash or debris shall be left behind in the pavilion, park, or parking area. The association will not provide cleaning supplies.
5. Special outside activities or events must be approved prior to the event. Example: Moonwalk- Please indicate in area provided below.
6. Decorations must be attached in such a way as to leave no visible damage to the pavilion and surfaces. The person making the reservation will be held responsible for any damages.
7. All vehicles should be parked on one side of the street to avoid obstructions of emergency vehicles.
8. Board members reserve the right to enter the premises at any time during the function.
9. Park Rules **must** be followed.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature \_\_\_\_\_ Print \_\_\_\_\_ Date \_\_\_\_\_