

HERITAGE OAKS AT PEARSON PLACE

Pearson Place Amenity Reservation Request

10000 Ivalenes Hope Drive, Austin, TX 78717

A reservation is required anytime an owner has more than 4 guests. Parties will be subject to the schedule of fees provided in the table below. Please contact Certified Management of Austin, at 512-339-6962 to schedule your event. All reservations must be scheduled through CMA so that events are not double-booked and all necessary paperwork can be completed.

- User may not turn away other members and their guests, so long as they meet the “guest policy” from entering the pool area during a scheduled event. Reservations may only be scheduled by a Pearson Place at Avery Ranch Owners Association member over the age of eighteen (18).
- Reservations must be scheduled at least **two weeks in advance** on a first come, first served basis. The areas and times may not be shared if a prior, conflicting reservation has been made.
- The Reservation Form *and* payment must both be received in the CMA office in order to confirm a reservation request. A signed copy of the Reservation Form will be returned to the reserving Resident as confirmation of their request. Claimed reservations not posted and evidenced by a fully executed Reservation Form will not be honored.
- Payment in full must be made at the time the Reservation Form is submitted. In the event a reserving Resident’s use of the reserved amenities exceeds the time reserved, the Resident will be billed for the additional time used. Payments are non-refundable, unless seventy-two (72) hours written notice is given to the managing agent. All cancelled reservations scheduled between the day before Thanksgiving to New Year’s Day will not receive refunds unless notification has been given one (1) week prior to the reservation date. Fees and deposits may be adjusted from time to time and are subject to change without notice to Owners.
- Reservations are available in one four (4) hour max blocks that includes set-up and clean-up. Reserving residents may not access a reserved space prior to their scheduled time, nor remain in the reserved space after their scheduled time. No event may continue past 10:00pm.
- A reservation may be refused, at the sole discretion of the Board of Directors, with no reason given. A reservation for a Business or For-Profit event is prohibited and will not be approved. Any reservation may be cancelled at the sole discretion of the Board of Directors, with no reason being given. The Association will give notice of a refused or cancelled reservation. A reserved event may be terminated during the execution if, in the judgement of the management, it poses a threat of harm or danger to property, other Members or their guests, or loss of quiet enjoyment by other Members of the Pearson Place at Avery Ranch Owners Association.
- All Pearson Place at Avery Ranch Pool Rules shall be followed by the reserving Resident and their guests.

HERITAGE OAKS AT PEARSON PLACE

Please submit two (2) separate checks - one for the rental fee and one for the cleaning/security deposit. Rental fees are non-refundable. Payments are to be made to Pearson Place at Avery Ranch Owners Association.

Name: _____

Address: _____

Phone: _____

Email: _____

Date of Event: _____

Type of Event: _____

Time of Event: _____

Number of guests: _____

Location Requesting: _____

Identify Clubhouse, Pavilion, or Both

FACILITY RENTAL FEES:

Clubhouse	\$15/hr (max 4 hours)	Total Capacity: 15
Pavilion	\$20/hr (max 4 hours)	Total Capacity: 70
Additional hours	\$25/hr (board approval required)	

Cleaning/Security Deposit \$100

Fine for failure to remove signs, decorations, and trash, or for failure to secure gates/doors will result in a \$25.00 fine for each infraction.

Any damage/cleaning over \$100 will be billed to the Owners account.

I agree to the terms and conditions of the Amenity Reservation Request:

Homeowner signature: _____ Date: _____

For office use only:

Date completed party registration received: _____

Rental fee date received, amount, check #: _____

Deposit date received, amount, check #: _____

Signed by: _____

HERITAGE OAKS AT PEARSON PLACE

Pearson Place Amenity Cleanup Checklist

To be eligible for a refund of your cleaning/security deposit all of the following must be completed:

No Chairs or tables are to be removed from their designated area.

Clubhouse:

1. Stack all chairs back in the closet
2. Pick up all trash
3. Wipe down tables, chairs, counters
4. Clean floor
5. Remove trash and dispose at home
6. Place all items back in original location
7. Remove all decorations including tape or adhesive used

Pavilion:

1. Pick up all trash
2. Wipe down tables, benches
3. Sweep/clean floor of any trash or spills
4. Remove trash and dispose at home
5. Place all items back in original location
6. Clean grills