



For Office Use:

Deposit Check # _____ Amt: _____

Rental Fee Check # _____ Amt: _____

Cleaning Check #: _____ Amt: _____

Seis Lagos Clubhouse Reservation Form

Reservations are made through the SLCSA Office 972-442-3000

NAME _____ PHONE _____

EMAIL: _____ BLOCK _____ LOT _____

DATE OF PARTY _____ TIME TO PICK UP THE KEY _____

TYPE OF EVENT _____ TIME EVENT STARTS _____

NUMBER OF GUESTS EXPECTED _____ TIME EVENT ENDS _____

Note: Only residents may rent the Clubhouse. No one outside Seis Lagos may reserve.
Maximum Occupancy for the Clubhouse is 200 People

Reservations require the following:

- Current SLCSA HOA dues.
- List of guests – alphabetized by last name - for guards (deliver when picking up the key)
- Fees to be paid by resident, in advance, including:**

\$500.00 - Deposit check due upon reservation (held, not deposited and refundable). The deposit check will be returned or shredded following the event if everything is in good order, the keys have been returned and the A/V tablet is not damaged, cracked, or missing.
i.e., nothing broken/damaged, no holes in the walls, etc.

\$250.00 - Per Day – Rental fee due by week of party - Non-Refundable

\$100.00 - Cleaning Fee check (Mandatory) made out to cleaning company

(Payable to: Prestige Janitorial Services) due the week of the party.

- Our cleaning team will now lighten your burden! They will be responsible for assuring everything is well cleaned, swept, mopped and polished, as well as tables and chairs put back in place.
- Property Owner responsibilities are to remove ALL trash, food, drink, decorations, tape/command strips, personal items and wash & dry any trays used for use with the bread/food warmer. See Checklist.

THE A/V SYSTEM AND PROJECTOR IS AVAILABLE UPON REQUEST, PRIOR TO THE DATE OF EVENT.
There is NO Wi-Fi available in the Clubhouse.

Availability:

The Clubhouse is available and may be reserved for:

- Monday through Friday: 6am to closing (2:00 am)
- Saturday and Sunday: 6am to closing (2:00 am)

Lockout days:

- The 4th of July
- Saturday before Halloween

The Property Owner reserving the clubhouse must be in attendance during the time the clubhouse is used.
The Property Owner is responsible for any and all damage to the clubhouse during the reservation period.