

**WILLOW WALK TOWNHOMES ASSOCIATION, INC.  
CLUBHOUSE RENTAL INFORMATION  
9955 KEMP FOREST, HOUSTON, TEXAS 77080**

INITIAL & SIGN - THIS COPY FOR WILLOW WALK FILES  
PLEASE READ CAREFULLY!!

1. In order to expedite this rental agreement, you must complete the following:

Please describe in detail what event you are reserving the clubhouse for and approximate number of guests (for example, individual party, wedding/baby shower, reception, etc.). Events are limited to 30 guests.

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2. Clubhouse Lease Agreement must be completed in full, signed, returned to WANDA BRENT with \$300.00 payable to **Willow Walk Townhomes** in the form of a check or money order only (no cash) at least fifteen (15) days prior to rental date, NO EXCEPTIONS. **PERSONAL CHECKS MUST BE PAID BY OWNER AND/OR TENANT LEASING FACILITY. NO OUTSIDE or NON-RESIDENT CHECKS ARE ACCEPTED.**

Once you have returned the clubhouse Lease Agreement, fully executed, along with your deposit fee, you are permanently booked for that date. **If you pay by personal check, this check will be deposited into the Willow Walk Townhomes bank account. The check cannot be held until the date of your event. It will be deposited upon receipt.** Any refund to be returned (i.e., no damages or violation of the rules and regulations) will be mailed to you within approximately two (2) weeks after the event.

3. A MINIMUM OF TEN (10) DAYS IN ADVANCE OF YOUR PARTY, YOU MUST CONTACT **WANDA BRENT** at **713-703-3747**, email: **wjbrenttx@yahoo.com**. Wanda resides on the property and manages the Clubhouse calendar. She will schedule a walk-thru with you before the date of your event and again afterwards. This is a volunteer position and Ms. Brent must schedule her professional and personal time around this. Failure to comply with this will result in a \$25.00 late registration fee.  
\_\_\_\_\_ Initial

4. This agreement specifically excludes use of the swimming pool.
5. Generally, you will be given the keys the evening before the event.
6. Return keys to Wanda Brent as soon as professional cleaning has been completed following the event.
7. Please avoid using products containing red dyes in them such as punch, grape juice, cake icing, etc. as these products will stain the upholstery. Any additional cleaning costs will be deducted from the deposit.
8. The rules and regulations attached must be followed completely.

Renter Initials: \_\_\_\_\_

WW Initials: \_\_\_\_\_

**WILLOW WALK TOWNHOMES ASSOCIATION  
USE RESTRICTIONS**

- A. The Association agrees to provide use of the premises for the specified period so long as the user complies with the rules governing the use of the facility.
- B. User agrees to comply with all Municipal, State and Federal laws, statutes, ordinances, rules and regulations; all rules, regulations and By-Laws of the Association; the Deed Restrictions of Willow Walk Townhomes Association; and all orders of the Board of Health or other authorities affecting the use of the premises.
- C. The person executing this agreement acknowledges that he has received, read, understands and agrees to comply with, the Willow Walk Townhomes Association Community Building Rules attached hereto and made a part hereof.
- D. User agrees not to have on the premises any article or thing of a dangerous, flammable, or explosive character that might increase the chance of eruption of fire on the premises, or that ordinarily would be considered "hazardous" or "extra hazardous" by any responsible insurance company.
- E. **The person(s) executing this agreement agree(s) to be on the premises through the entire use period and shall be responsible for final inspection after clean-up.**
- F. User agrees to be responsible and liable for the actions and conduct of all attendees.

**INDEMNIFICATION**

- 1. User acknowledges that use of the premises shall be at user's own risk and releases and agrees to hold harmless the Association from any and all claims for damages resulting from damage or injury to any person or property occurring on the premises or arising out of or as a result of user's use or occupancy of the premises.
- 2. The Association agrees to use its best efforts to make the premises available during the use period. The user agrees that the Association shall not be liable for damages by reason of non-availability of the premises caused by events outside the Association's control or in the event this agreement is cancelled or terminated by the Association for cause.
- 3. User acknowledges and agrees to hold the Association and any and all Board members harmless from any illness thought to have been contracted by user, any of user's guests, or any other peripheral friends or family members, as a result of user's or their guests' attendance at user's event. User acknowledges and agrees that user and their guests assume any and all liability for any potential illness that may be thought to have been derived by attendance at user's event, and specifically waive any liability or perceived claims against the Association and all its Board members.

**CLEANING**

- 1. User must have clubhouse cleaning performed by a professional service. A copy of the receipt, paid by user, must be submitted to Wanda Brent when returning the clubhouse keys. User agrees contacting and paying for this service is in lieu of any rental fee. User further agrees if this step is not performed by user, user's deposit will be forfeited by user and utilized by the Association to have the clubhouse cleaned.
- 2. All decorating materials removed.

(**CLEANING** continued next page)

Renter Initials: \_\_\_\_\_

WW Initials: \_\_\_\_\_

**WILLOW WALK TOWNHOMES ASSOCIATION  
USE RESTRICTIONS**

**CLEANING** (continued)

3. All counters, sinks, etc. cleaned.
4. All trash containers emptied into trash bags provided and placed in trash container.
5. Bathroom sinks left clean and free of debris.
6. Tables and chairs to be exactly as before.
7. Thermostat setting: 68 degrees winter; 78 degrees summer

**DAMAGE:** User agrees to be responsible and liable for any and all damages to the premises during the use period and while any of user's attendees are on the premises immediately after the use period. User authorizes the Association to charge user the actual cost to repair any such damage.

**KEYS:** User agrees to return the keys to the Ms. Brent no later than (date)\_\_\_\_\_.

**FURNITURE:** In addition to the regular clubhouse furniture, there are four (4) foldable tables and thirty (30) foldable chairs in the front room. User acknowledges responsibility for all this furniture, too. Any furniture damaged or missing will be assessed to User at Willow Walk cost and may be deducted automatically from User's rental deposit. User agrees to be billed by the Association, and pay, for any costs in excess of and unpaid by deposit.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone Number

WW Initials:\_\_\_\_\_