
SECOND VICTORIAN VILLAGE TOWNHOUSE CORPORATION

10500 Hammerly Blvd Houston, Texas 77043 Phone: 713-493-5448 Fax: 713-728-5015

CLUB HOUSE RULES and RENTAL AGREEMENT

Residents of Second Victorian Village (SVV) may rent the SVV Club House for private parties and events as outlined in this Club House Rules and Rental Agreement. *The Club House is not available for rental on Christmas Eve, Christmas Day, New Year's Eve, or New Year's Day.*

The Club House is available for rental only to SVV Residents who are over the age of 21, and who are in good financial standing. If a SVV Home Owner grants the right to rent the Club House to their tenant, that owner forfeits their own rental rights. Contact the management company, Randall Management, if you need further information. Reservations and cancellations are made through Randall Management, at (832) 493-5448.

Club House Rules

1. A tenant who rents the Club House must make payment 10 days prior to the event. There is a non-refundable rental fee of \$100.00 for each rental day. The Rental fee will be refunded only if the event is cancelled within 7 days of the scheduled event. There is a \$200.00 security deposit that is returned to the renter if the post-event inspection, made by Randall Management or their agent, indicates that the following criteria have been met. All fees related to the rental may be added to the resident's SVV Account Ledger. All of the following criteria must be met in order to receive a full refund:

There is no damage to furniture or the facility

There are no missing Club House Items

The facility is left fully clean

Doors were left secured and locked

Proper security was provided, if alcohol was served

There were no complaints about loud behavior

2. The resident who rents the Club House must be in attendance at all times during the event(s).

3. Club House hours are from 8:00 a.m. to 10:00 p.m., Sunday through Thursday and from 8:00 a.m. to 12 midnight on Friday and Saturday. Guests who are not involved in cleanup activities must leave the parking lot within 15 minutes after the event.

4. Club House events are restricted to the interior of the Club House. Guests and children are not allowed in the playground area, on playground equipment, in the pool or pool deck area, basketball court, tennis court, parking areas, or the common grounds in general.

5. Sound levels must be kept to no louder than 75 decibels in accordance with the City of Houston Ordinance. If noise is disturbing to neighbors, the Courtesy Patrol will ask the resident to lower the volume to an acceptable level. If a repeat visit is required, the event may be terminated and participants will be asked to clear the area within 30 minutes. If the event has to be terminated, the Security Deposit will be forfeited.

6. Club House parking is restricted to the area in front of the Club House, guest parking between carports, on Triway, and along the north fence. Parking under carports or in tow-away zones is subject to immediate towing. It is the responsibility of the resident who rents the Club House to inform all guests of this rule.

7. No alcohol consumption is allowed in the parking areas, or elsewhere on the common grounds.

8. If alcohol is served, two (2) peace officers must be in attendance during the entire event. Peace Officers are required regardless of the number of guests in attendance. Arrangement for officer duty and payment can be made through Larry Fletcher, SVV Courtesy Patrol Officer. Violation of this rule shall result in the immediate termination of the event and forfeiture of the Security Deposit. SEE BELOW.

9. The Club House can be reserved for parties of up to 90 guests. All three Club House doors must remain unlocked during the entire event. The resident who rents the Club House is responsible for seeing that all doors and windows are locked when leaving. Violation of this rule will result in forfeiture of the Security Deposit.

10. Decorations may not be taped, tacked, nailed, or stapled to the walls, floors, ceiling, or fireplace. Masking tape may be used on glass, plastic, wood trim, or door surfaces. Any decorations used must be removed immediately after the event. Any damages requiring repairs exceeding the security deposit will be made by SVV at the resident's expense.

11. Keys must be returned through the slot at the office door by 8 a.m. the morning following the event. An inspection will be made of the Club House. If violations are found, a post-inspection with the resident who rented the Club House will be required. Failure to comply with the post-inspection review with the resident will result in forfeiture of the Security Deposit.

12. A resident who rents the Club House assumes liability for any and all injuries, and/or property damage suffered by that resident, guests, or invitees.

13. A resident, or their tenant, who wishes to rent the Club House may be refused use of the Club House if documentation in that Homeowners file at Randall Management indicates that the rules and conditions contained in these Club House Rules and Rental Agreement were violated during a prior rental of the Club House.

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CLUB HOUSE RENTAL AGREEMENT

I fully understand and agree to the terms for the Club House rental.

Home Owner's Name : _____
(Print)

Home Owner's Signature: _____

Date Signed: _____

Address: _____ **Phone #:** _____

Email: _____

Date(s) Reserved: _____

Time: from _____ **(a.m./p.m.) to** _____ **(a.m./p.m.)**

Check Number: _____ **\$100.00 non-refundable usage fee.**

Check Number: _____ **\$200.00 refundable security deposit, if cleaning criteria is met.**

(For Office Use Only)

I have inspected the Club House and found it to be free of damage, marks, equipment shortages, or other deficiencies.

Refund Deposit

Credit Ledger

Signature of Person Making Inspection: _____

Title: _____