



**Villages of Westcreek**  
Owners' Association

**PAVILION EXCLUSIVE USE INFORMATION**

**WHO MAY BOOK THE PAVILION?**

In order to reserve the picnic pavilion for exclusive use, you must reside in the Villages of Westcreek and be a member in good standing, i.e., you must be current on any/all assessments/obligations owing to the Villages of Westcreek Owners' Association. If you are a tenant, the owner from whom you are leasing/renting must be current on any/all assessments/obligations owing to the Villages of Westcreek. If not, you cannot rent the pavilion nor use any of the amenities.

**WHERE AND HOW TO BOOK THE PAVILION**

Each resident requesting exclusive use of the pavilion must go to the Association Office to make the reservation.

**BOOKING PERIOD MINIMUM**

You may not book the pavilion less than seven days in advance.

**VALIDITY OF BOOKING**

After a reservation is requested, a contract must be completed and signed prior to being officially booked on the Reservations Board. It must be signed and returned no less than seven (7) days prior to the day of the event. The contract must be accompanied by two (2) checks made out to the Villages of Westcreek Owners' Association (or VWOA) for a \$100.00 Reservation Deposit and a check for the Usage Fee. The Reservation Deposit will be refunded provided that no damage to the facility is found after the event. The date of the event cannot be confirmed until the checks are received.

**RATES**

The rates for exclusive usage of the pavilion are as follows: \$20.00/hour for each of the first four hours, and \$17.50 per hour for every hour thereafter. You may use the table shown below to calculate the usage fee for the event (subject to verification by the VWOA staff):

\$20.00 X \_\_\_\_\_ = \_\_\_\_\_  
\$17.50 X \_\_\_\_\_ = \_\_\_\_\_  
Total Usage Fee = \_\_\_\_\_ (Payable to VWOA)

**PAVILION AMENITIES/PROCEDURES**

When you book the pavilion for exclusive usage, you will have the use of a private bathroom strictly for your event. Power will be turned on for overhead fans and electrical outlets along each side of the pavilion. There will be a pavilion monitor who will arrive 30 minutes before the event to complete a pre-event checklist, and note any deficiencies. The monitor will also arrive 30 minutes prior to the end of the contracted time to facilitate preparations of shutting down the facility and to complete a post-event checklist, noting any deficiencies. If there is no damage as a result of your event, your deposit check will be mailed back to you the next working day. If there is damage, your deposit check will be held until the damage is repaired. Any balance remaining after repairs will be returned to you. If your deposit is not sufficient to cover the repairs, you will be invoiced for the balance owing. Failure to tender this balance when the bill is received will result in a determination that you are not a member in good standing, and will result in loss of privileges.

**VENDORS**

If you are going to be having outside vendors (i.e., bouncy house, moon walks, pony rides, etc...) you must provide a certificate of liability insurance from the vendor no later than one week prior to the party. If you do not provide the certificate, the vendor will not be allowed to set up.

**REFUNDS**

There will be no refunds except for inclement weather. If the event is rained out, the resident has the option of getting a refund or rescheduling the event to a date and time not already booked.

(Revised March 29, 2010)