



### Homeowner Clubhouse (Palais) and Outdoor Pavilion Reservation Agreement

To reserve The Palais or the Pavilion, e-mail this completed form to [AVIWINDH@CiraMail.com](mailto:AVIWINDH@CiraMail.com)

This is a usage agreement between the Homeowner (Owner) named below and the Avignon Windhaven Homeowners Association Inc. (Association). **Owner agrees to all provisions listed below and on the following pages including paying for any damage, beyond that resulting from ordinary use, and any excessive cleaning costs up to \$1,500 found to be required following an inspection of the facilities that will occur within 48-hours of the event.**

Owner Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Email: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time of Use: FROM: \_\_\_\_\_ TO: \_\_\_\_\_ (Events must end by midnight)

**RESERVATIONS ARE TO BE BOOKED TWO WEEKS IN ADVANCE.**

Purpose of usage (commercial use is not allowed): \_\_\_\_\_

Number of Adult Guests Anticipated: \_\_\_\_\_ Number of Children: \_\_\_\_\_ **An Owner anticipating more than 40 guests and/or more than 10 cars will be required to employ a valet service parking service.**

Please check ONE box that is applicable for reservation:

☐ **The Palais** (indoor - up to 80 attendees). Requires cleaning & usage fee of **\$500**

☐ **The Pavilion Area** (outdoors – up to 40 attendees). Requires cleaning & usage fee of **\$350**

☐ **The Palais and Pavilion** (indoor and outdoor – up to 120 attendees ). Requires cleaning & usage fee of **\$650**

**NOTE: The pool and pool deck are not available for exclusive usage and are always open to all homeowners.**

Indicate additional services or charges:

☐ **Table & Chair usage:** Indoor use only – available 10-Bistro tables (bar height), 5-Square tables (36"): one of the tables extends, and 52 Chairs (folding) **\$150.**

☐ **Propane Tank usage:** Outdoor use only – available- 4-propane tanks - **\$25 per tank** (may be added later, but must be paid prior to event).

☐ **Facility usage:** **\$1,000** (required if this is your **THIRD** or greater usage in this calendar year).

Generally, setup is allowed the evening prior to the event except where another Owner has reserved the facility for that evening. Takedown is expected immediately following the event and no later than NOON the following day. **If another Owner has reserved the facility for the following day, takedown may be required on the day of the event.** Please indicate desired Setup and Takedown time if not included in Time of Event above. Association will make best efforts to allow for such times.

Setup Date and Time: \_\_\_\_\_ Takedown Date and Time: \_\_\_\_\_

Please email completed form to [aviwindh@ciramail.com](mailto:aviwindh@ciramail.com). Payment via online or a hand delivered check for any required cleaning fee, usage and equipment usage (if applicable) must be received in order to have a confirmed reservation. **If payment is by check, please hand delivered to the community association manager at RealManage, located at 6400 International Pkwy #100, Plano, TX 75093.** Checks must be drawn from Owner's account and made payable to **Avignon Windhaven HOA.**

**A reservation is considered confirmed when the Association has received a completed reservation form and required payment(s) AND the word "confirmed" is visible as part of the reservation information within the community calendar visible on the resident portal [www.ciranet.com/residentportal](http://www.ciranet.com/residentportal). Neither The Association nor RealManage will be responsible for reservations which are not confirmed as stated.**

**AVIGNON WINDHAVEN HOA FACILITIES usage POLICIES, RULES, AND PROCEDURES****A. GENERAL:**

1. **Your Access Card/Temporary Pin Code** will allow access the day of your scheduled event. If you do not have an access card, a replacement form is to be completed and payment of \$50. The charge will be placed on the Owner's account and must be paid via resident portal.
2. **Avignon Owners** in good standing may rent the Palais or the Pavilion for themselves or residents living in their household. Owner or resident must attend the event and is responsible for any damage or additional cleaning charges.
  - Bookings at least 4 weeks in advance
  - Non-profit group reservations shall not be more than 2 hours in duration, proof of nonprofit is required.
  - Non-profit group reservation events are to be reserved once per quarter, unless approved by the Board of Directors.
  - Light snacks and water bottles are permissible but if trash is left, the Board may cancel any future bookings.
3. **Reservations must be completed no later than two weeks prior to the event.**
4. Home Renters wishing to reserve the Palais or Pavilion must have written permission from the Owners including Owner's agreement to be responsible for any damage cost or additional cleaning required. **A separate damage deposit of \$1,500 will be required for Home Renters without permission and agreement from Owner.**
5. After the scheduled event, an inspection by an Association appointed Inspector will be conducted to determine if any damage is found, or excessive cleaning is required. You are entitled to attend that inspection which must be conducted within 48-hours following the event. **Damage costs UP TO \$1,500 will be charged to the Owner's Association account should the inspector find facility or furnishing damage (beyond what the inspector considers deterioration resulting from ordinary use) or excessive cleaning (such as power washing, furniture cleaning, etc.) is required. The decision of the inspector and costs approved by the Association Board for such damage are final.**
6. Usage for the exclusive use of Avignon homeowners and their guests for social activities. No commercial or for-profit use is allowed. Each Avignon household in good standing may reserve the amenity center twice a year by paying the usage fee each calendar year on available dates. No assignment of reservations is permitted (i.e., **cannot reserve Palais for non-residents**). Reservations may be denied if the anticipated use is not in the interests of the Association as determined by its Board, or if it in any way violates the Association's rules, regulations, or covenants.
7. The Facilities are available for events beginning at 9 a.m. and guests must depart before midnight.
8. City of Plano ordinances require all power equipment, loud noise, and music to end outdoors by 10 p.m.
9. Any furniture moved in the Palais, Pavilion and/or pool areas should be returned to its original position after the event. If furniture is not returned to its original position by the renter, any fine of \$200 will be charged to the Owner.
10. Unless otherwise agreed to by the Association any outside usage furniture or equipment must be removed within 24-hours after the event to accommodate other scheduled events. No furniture or any other item may be stored in the Palais or in the grounds around the Palais.
11. Underage drinking and/or the supply of alcohol to minors are prohibited in the Palais and on the grounds around the Palais.
12. To avoid damage to grass and cultivated areas, no games or activities are permitted on the front lawns of the Palais area. Bounce houses and children's zoos are not permitted in the Palais or on the Palais grounds. Privileges to reserve the amenity center will be revoked and a fine of \$100.
13. Unless otherwise agreed to by the Association, Food Trucks or Catering Trucks shall not be located on the street in front of the Palais.
14. Pets are not permitted in the Palais or anywhere in the enclosed grounds around the Palais. Violation of this rule will constitute a fine of \$200 charged to the owner.
15. Cleaning of all areas used after an event is mandatory. Bagged trash should be deposited in the city approved brown trash containers provided just outside the kitchen door and in the Trash Shed located at the northwest corner of the Palais Common area.
16. If front and/or rear doors are kept open during event, adjust thermostats accordingly, to reduce HVAC system wear and lower utility costs. Violation of this rule may invoke a fine of \$100.
17. The HOA may restrict usage rights in cases where a previous usage by the homeowner resulted in damages or abuse of the facility, or where these policies, rules and procedures were not adhered to or if there are any outstanding amounts owed to the Association.
18. The Palais and the Pavilion can be rented for only one event per day.
19. The Association assumes no responsibility for the loss or theft of, or damage to, personal property or effects brought on to Association property. The Association assumes no responsibility for personal injury resulting from the use of the Palais and

the grounds around the Palais, including without limitation the Pavilion, the pool, the gym, the basketball court, and cooking equipment.

## B. PARKING

**An Owner anticipating more than 40 guests and/or more than 10 cars will be required to employ a valet service parking service.**

1. Options for valet parking services are: Advantage Platinum 214-453-3866, Legacy Valet 972-887-7777 or Lonestar Valet 800-578-2538. A **confirmation invoice is required and must be shown to the Association Manager no less than 48-hours prior to the event.** The valet service will be contacted by the Association Manager to verify service. Verification failure may result in cancellation of your reservation. **Failure to book a valet company when party surpasses limit, will result in a \$500 violation fine.**
2. The community has parking spaces throughout and can accommodate up to 55 vehicles. Weekend overflow parking is also available at the Montessori School at the corner of Windhaven and Parkwood. **Under no circumstances should cars be parked in neighboring subdivisions, or in any way which restricts access to a homeowner's driveway.**
3. **Parking is not permitted on the street in front of the Palais or the entrances to the community.** Valet setup and/or loading and unloading are permitted.

## C. THE PALAIS (CLUBHOUSE)

1. Homeowners must bring their own event supplies. Trash bags will be provided by the Association.
2. An Owner may book The Palais for meetings of committees, small club or organization meetings, or youth activities and small community clubs, e.g., the Avignon Ladies' Book Club, etc. No deposit or cleaning fee is required, but the Palais must be left clean and tidy otherwise the group will not be permitted to use the Palais for its meetings in the future.
3. The City of Plano Fire Marshall has limited the number of persons, including hosts, staff, etc., who can be inside the Palais at any one time to 108. Any fines resulting from an infraction of this strict rule will be charged to the renter.
4. **Tape of any kind is not allowed on the walls and floors of the Palais. Any damage caused by tape of any kind is the responsibility of the Owner and shall be charged to their Association account.**
5. Smoking, the burning of candles, and any kind of open flame are not allowed inside the Palais. Only electrical candles are allowed.
6. The Palais Fireplace may be used following instruction from the Association on its use and any damage to the facilities resulting from that use are the responsibility of the Owner.

## D. THE PAVILION (COVERED OUTDOOR AREA)

1. All food should be kept under the covered Pavilion area and away from the pool.
2. **Food tarps MUST be used around food cooking, serving and preparation stations to prevent stains. Any power washing required after an event will be charged to the Owner.**
3. Use of the Natural Gas grill at the Pavilion is included in the usage. Homeowner must ensure gas is available for their event. Additional grills may not be brought on to the Pavilion area or other parts of the Palais grounds without permission in writing from the Association – this includes catering equipment used for cooking. Owner is responsible for cleaning the grill and for making certain the gas is turned off after use. If not reasonably cleaned (in the inspectors sole opinion), a grill cleaning charge may be applied to the Owner's Association Account.

## E. POOL

**WARNING: NO LIFEGUARD ON DUTY. SWIM AT YOUR OWN RISK.**

1. It is a City of Plano requirement that **Children under 14 years of age are not permitted in the pool unless accompanied by an adult** at least 18 years old. **Children in the pool area must be supervised by an adult at all times.**
2. Glass containers are not permitted on the pool deck or inside the pool.
3. Swimmers should shower before entering the pool.
4. Smoking or vaping are not permitted in or around the pool area.
5. Eating and drinking are not permitted in the pool.
6. Pets or other animals are not allowed in the Pool or Pool and Pavilion area.
7. Party items (e.g., floating candles, flower petals) shall not be placed in the pool. The costs of removal of such items from the pool and filter systems will be charged to the Owner.
8. Diving into the pool, and running and roughhousing around the pool, are not permitted.
9. Babies must wear swim diapers in the pool.
10. To prevent damage to wooden floors, persons using the pool may not enter the Palais until they are fully dried off.
11. Clothing not designed as swimwear is not to be worn in the pool.
12. Guests are expected to follow these, and all the other rules posted around the pool area.

**STEPS REQUIRED TO  
CONFIRM YOUR usage**

1. Check the Community Calendar at [www.ciranet.com/residentportal](http://www.ciranet.com/residentportal) to determine if your Event date is available.
2. Complete this usage Agreement in full and submit by email to: [aviwindh@ciramail.com](mailto:aviwindh@ciramail.com)
3. Submit your payment via your resident portal to reserve the amenity center. Another option to apply payment is dropping off a check at the Palais mailbox or hand deliver to the community Association manager at RealManage, located at 6400 International Pkwy #100, Plano, TX 75093 during regular business hours **AT LEAST TWO WEEKS PRIOR TO YOUR EVENT.**
4. Look for your event to appear on the Community Calendar at the Resident Portal. **Until you see the word “confirmed” on the calendar it is not considered confirmed.**
5. If expecting more than 40 guests at your event, an approved Valet Parking firm as described in Parking rules is required to be employed. **Send Proof of Valet Parking service (if required) AT LEAST 48 hours PRIOR TO YOUR EVENT.**
6. Instructions regarding amenity access the day of your event will be provided when the event is confirmed. Owners access cards will provide entry to the side door of the Palais day of the event. A temporary pin will also be provided if the access card is inoperable.

I have read, understand, and agree to adhere to all policies, rules, and procedures for the use of the Palais and/or the Pavilion set out on the pages above. I understand that Damage costs UP TO \$1,500 will be charged to my Association account should the inspector find facility or furnishing damage (beyond what the inspector considers deterioration resulting from ordinary use) or that excessive cleaning (such as power washing, furniture cleaning, etc.) is required. I understand that I am responsible for my guests and their behavior. I agree to hire an Association approved Valet Parking firm if my usage requires one, as described in the Parking rules above. I understand that my Association account will be charged for any infractions of city codes which occur during my reservation of the Palais and/or the Pavilion. I agree that I will be present for the entirety of the usage period and that I cannot reserve the Palais for someone who is not a resident of Avignon Windhaven.

Signature of Owner \_\_\_\_\_ Date \_\_\_\_\_