

WESTLAKE HOUSE

421 Gross Rd.
Mesquite, TX 75149

The individual and/or organization granted this reservation agrees to abide by the Rules and Regulations as stated on the **Facility Reservation Policy** and all City, State and Federal laws.

<u>Seating Capacity</u>	<u>Auditorium Style</u>	<u>Banquet Style</u>
Den (Main Room)	50	30
Front Room	30	18
Back Room	30	18

Amenities: There are two – 44" w x 72" d x 29½" h rectangular tables and 12 chairs in the Front Room. There is a sofa, four wing back chairs and two end tables in the Den (Main Room). **The fireplace is prohibited from use.** There is one – 44" w x 72" d x 29½" h rectangular table and 12 chairs in the Back Room. Also, in the Back Room closet are 50 white folding chairs and 6 rectangular folding tables for **indoor use only.** The kitchen has a refrigerator, ice maker, range (with oven), microwave oven, sink and a table. The gazebo and immediate surrounding grounds are included in the reservation. However, the pond area is not included in the reservation.

Rental Hours: 8:00 a.m. to 11:00 p.m.

* RESIDENT RENTAL FEES:	Hourly Rates (Minimum four hours)
Monday – Thursday	25.00
Friday – Sunday	50.00

* Fees are double for non-resident reservations. ID is required during the reservation process.

Tips for a successful event:



Plan ahead: Reservations are made four calendar months at a time. Example: Beginning November, reservations for November through February may be made. Staff recommends viewing the facility prior to making the reservation. The facility is open on Mondays from 5 p.m.–6 p.m. for viewing with the exception of City holidays.

Provide details: The more the Parks and Recreation staff know about the event, the better service and support can be provided. This facility is designated for formal functions only such as: teas, business meetings, showers, weddings, and rehearsal dinners. Patrons may sign a waiver to allow for champagne and/or wine to be served, but not sold. Reservations with approved waivers will abide by all TABC rules and regulations. The designated parking area has 20 parking spaces. Additional parking is available at the Westlake Tennis Center. No dances are allowed at this facility.

Allow enough time for setup and cleanup: The patron is responsible for the set up and take down of tables and chairs. The building will be opened and closed by a staff member who will remain on duty throughout the reservation according to the time period stipulated on the rental contract. A \$25 per hour custodial fee will be assessed if conditions must be improved for the next reservation.

Cancellations or Changes: 50% of the reservation fee will be assessed for any cancellations less than one week (7 days) from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations more than one week (7 days) from the scheduled date of the reservation. A \$25 fee in addition to the extra fee will be assessed for any changes made to a reservation. Any fee that is \$25.00 or less (\$50.00 for non-residents) is non-refundable.

Call the Parks and Recreation Administration office at 972-216-6260 or visit our website at www.cityofmesquite.com for more information.