

# WESTLAKE HOUSE

421 Gross Road  
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.

<b>SEATING CAPACITY</b>	<b>Auditorium Style</b>	<b>Banquet Style</b>
<b>Den (Main Room)</b>	50	30
<b>Front Room</b>	30	18
<b>Back Room</b>	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, 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 a.m. to 11 p.m.

<b>RESIDENT RENTAL FEES:</b> (FEES ARE DOUBLE FOR NON-RESIDENTS)	<b>(MINIMUM 4 HOURS)</b>	<b>OPTIONAL SERVICES</b>	<b>FLAT RATE</b>
MONDAY – THURSDAY	\$25 per hour	ROOM SET UP	\$50
FRIDAY – SUNDAY & HOLIDAYS	\$50 per hour	ROOM TAKE DOWN/CLEANING	\$100

**Cleaning/Damage Deposit:** \$100 - due when the reservation is made. If no damages or violations are reported, deposit will be refunded within three weeks after the conclusion of the reservation.



**Plan Ahead:** Reservations are made eleven calendar months at a time. Example: Beginning November, reservations for November through September may be made. Staff recommends viewing the facility prior to making the reservation. The facility is open on Mondays from 6–7 p.m. for viewing with the exception of City holidays and special events.

**Provide Details:** The more the Parks and Recreation staff knows 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. The designated parking area has 20 parking spaces. Additional parking is available at the Westlake Tennis Center. **NO DANCES ARE ALLOWED AT THIS FACILITY.** ID is required during the reservation process.

**Alcohol:** For formal functions, champagne and/or wine may be served at Westlake House for toasting purposes only, but not sold. All other types of alcoholic beverages are prohibited. NO CONSUMPTION OF ALCOHOL OUTSIDE THE FACILITY.

**Allow Enough Time:** The patron is responsible for the set up and take down of tables and chairs and cleaning the facility. Time allotted for this must be factored into the reservation period. The building will be opened and closed by a staff member who may remain on duty throughout the reservation according to the time period stipulated on the rental contract. A \$50 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 made less than 7 days from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations made more than 7 days from the scheduled date of the reservation. A \$25 fee will be assessed for any changes after the facility reservation is set. Any amount that is \$25 or less (\$50 for non-residents) is non-refundable.

For more information contact the Parks and Recreation Administration office at 972-216-6260 or visit our website at [www.cityofmesquite.com](http://www.cityofmesquite.com).

