



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. In order to receive the resident discount ID is required during the reservation process.

AMENITIES: There are two – 44”w x 72”d x 29 ½”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 29 ½”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. **Furniture cannot be moved from its original room.**

RENTAL FEES	
\$200 Cleaning and Damage Deposit required for all reservations	
Available Rental Hours: 8a - 11p (minimum 4 hours)	
Monday – Thursday	\$35 per hour per residents \$70 per hour non-residents
Friday – Sunday	\$60 per hour per residents \$120 per hour non-residents
OPTIONAL SERVICES	
room set up	\$50
room take down/cleaning	\$125

Cleaning/Damage Deposit: \$200 - 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. *No reservations will be made during the months of November, December and first part of January.*

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. Additional parking is available at the Westlake Sports Center. **NO DANCES OR D.J.S ARE ALLOWED AT THIS FACILITY. BOUNCE HOUSES ARE NOT ALLOWED AT THIS FACILITY.**

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 of the facility. Time allotted for this must be factored into the reservation period. The building will be opened and closed by a staff member. 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 less than 7 days from the scheduled date of the reservation. 25% of the reservation fee will be assessed for any cancellations more than 7 days from the scheduled date of the reservation. A \$35 fee will be charged for any changes to your reservation after a facility reservation is set. Any fee 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/pard.