

Willowbrooke Clubhouse Reservation Form - 01-01-2019

There are several ways to make private or HOA social reservations:

- 1) access the Willowbrooke website <http://willowbrookeks.com//> and click the "Requests" tab to complete reservation request.
- 2) call 913-890-2302 Tina Lybarger, Young Management Group, Inc.
- 3) email your request to Tina tina@ymginc.com

Mail completed rental form and two checks payable to Willowbrooke Villas to:

Willowbrooke Villas
10660 Barkley, Suite 200
Overland Park, KS 66212

Reservation is for Activity Room/Kitchen ONLY. Pool & Fitness Center remain available to residents during your event. There is NO deposit or fee for HOA social reservations.

Your Name _____ Reservation Date/Time _____

Phone _____ Address _____ Approx. # of People _____

The clubhouse must be in the same condition you found it to receive a full security deposit refund.

(Checks are payable to: Willowbrooke HOA with "Security Deposit" or "Non-refundable Usage Fee" in the "for" block.)

After your event, should we return ____ or shred ____ your \$150 Security Deposit check?

Signature of Person Reserving: _____

(Young Management Group Use Only)

Date \$150 Security Deposit Check Received _____ Check # _____

Date \$50.00 Non-Refundable Usage Fee Received _____ Check # _____

Date \$150 Security Deposit Check Returned _____ or Shredded _____

Partial Security Deposit Returned - Date _____ Amount Returned _____

Security Deposit NOT Returned _____ (check here if applicable)

Reason for returning only part or none of the Security Deposit: _____

