

## RESERVATIONS

- Must be made no later than 3 weeks prior to the event.
- All fees are due upon contract signing. Accepted forms of payment are Money Orders, Checks, & Credit/Debit Cards (A 2.95% surcharge is applied for card charges).

## OPERATIONS DURING YOUR EVENT

- A Party Manager will be on hand throughout your event to address any questions and to ensure compliance with rental rules.
- The member who signed the contract ***must be present during the entirety of event***; including set-up and break-down.

## INCLEMENT WEATHER & POOL RENTALS

- If stormy weather is forecast for the date & time of your pool event, you can request to reschedule. This decision must be made before the beginning of the event. Once participants enter the pool area, their rental officially begins.

## CANCELLATIONS

- If cancelling more than 30 days before the event, you will receive a full refund. If fewer than 30 days before, you will receive your deposit back.



# THE BASICS

Event reservations begin booking at a minimum of three weeks prior to your celebration. Residents must be in good standing with the Association by having assessments fully paid. For residents renting a property within the Great Northwest, a Delegation of Rights form on file prior to booking. This allows for the resident to rent the facility space where they assume all responsibilities thereof, to include an event being held on behalf of a non-resident.

Bookings at Callanen or Flores Hall include a six-hour timeslot, with the first two hours designated for set up and decoration. Your reservation also includes the function and teardown time. Our Friday events are held from 5 PM and midnight; weekend events can be held from 12 noon and midnight. For \$100/hr, your rental may be extended on Friday up-to seven hours and up-to 12 hours on the weekend.

Please note that the listed estimated maximum number of guests is based on a standing room only format. Guest size will vary depending on the set up of rectangular or circular tables.

When renting Silver Creek or Emerald Valley pool, your payment secures a three-hour time slot that includes set-up, teardown, and event time. Pool events are Friday-Sunday; 7:30-10:30PM. To extend your reservation to 11:30PM, you may purchase an additional hour for \$100.

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THE GREAT NORTHWEST  
**HALL & POOL  
RENTALS**

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# CALLANEN HALL

8809 Timberwilde Drive  
San Antonio, TX 78250

**Amount Due to Reserve: \$775**

**Fee Breakdown:**

**Rental Fee: \$575**

Fee includes hall, patio, kitchen, tables and chairs, and required cleanup. Reserves 6-hour time slot (timeframe specified on contract).

**Damage Deposit Fee: \$200**

Damage inspection will be conducted after the conclusion of the event. If no damage is found, deposit will be returned within 30 days.

**Accommodates up to 200 guests**

This figure is based on the size of the hall without tables.

The amount of guests you will be able to comfortably accommodate will depend on the number and size of tables you elect to use.

**OPTIONAL**

**Security: \$400**

You will be required to contract security if you plan to serve alcohol.

**Set Up: \$150**

For this extra charge, our staff will set up tables & chairs on your behalf.

**Additional hour(s): \$100/hr**

You may purchase additional hours to your contracted 6-hour time slot. Please note that events cannot run past midnight, and your party must completely vacate the premises before the end of your slot.

**Additional hour of security: \$100/hr**

# FLORES HALL

9310 Timber Path  
San Antonio, TX 78250

**Amount Due to Reserve: \$588**

**Fee Breakdown:**

**Rental Fee: \$388**

Fee includes hall, patio, kitchen, tables and chairs, and required cleanup. Reserves 6-hour time slot (timeframe specified on contract).

**Damage Deposit Fee: \$200**

Damage inspection will be conducted after the conclusion of the event. If no damage is found, deposit will be returned within 30 days.

**Accommodates up to 50 guests**

This figure is based on the size of the hall without tables.

The amount of guests you will be able to comfortably accommodate

**OPTIONAL**

**Security: \$400**

You will be required to contract security if you plan to serve alcohol.

**Set Up: \$100**

For this extra charge, our staff will set up tables & chairs on your behalf.

**Additional hour(s): \$100/hr**

You may purchase additional hours to your contracted 6-hour time slot. Please note that events cannot run past midnight, and your party must completely vacate the premises before the concluding time for your slot.

**Additional hour of Security: \$100/hr**



# POOLS

SILVER CREEK

EMERALD VALLEY

**Amount Due to Reserve: \$448**

**Fee Breakdown:**

**Rental Fee: \$188**

Fee reserves 3-hour time slot from 7:30 PM to 10:30 PM. Includes set-up time, break-down time & picnic tables. *You must clean up before the end of your time slot.*

**Damage Deposit Fee: \$100**

Damage inspection will be conducted after the conclusion of the event. If no damage is found, deposit will be returned within 30 days.

**Pool Lifeguards: \$90/each**

2 lifeguards will be required for parties with up to 100 guests. Parties over 100 guests will require a minimum of 3 lifeguards. At the Rec Manager's discretion, additional lifeguards may be added no less than 1 week before the event date.

**Accommodates up to 200 guests**

**OPTIONAL**

**Security: \$400**

You will be required to contract security if you plan to serve alcohol.

**Additional hour: \$100/hr**

You may purchase an additional hour to extend your time to 11:30PM. Please note that your party must completely vacate the premises before the concluding time for your slot.

**Additional hour of security: \$200/hr**