

Nottingham Forest South Clubhouse Reservation Instructions

Follow these steps to reserve online:

- Go to the FirstService Website at <https://www.fsresidential.com/missouri>
- On the top right of the screen there is a box that reads Contact Us. Click on that box and you will see Clubhouse Reservations – Click on it. You will need to set up an account.
- You are now at the Clubhouse Reservations page. There is a blank box and above it reads: Search for your neighborhood. In the box type in Nottingham Forest South and click on the search button
- A box will pop up that says Nottingham Forest South: [Download Clubhouse Rental Agreement](#) or [Make a reservation online](#)
- To download the rental agreement for the room you would like to reserve click on [Download Clubhouse Rental Agreement](#) and print it.
- To make the room reservation or check availability for the room you would like to reserve click on [Make a reservation online](#) and it will take you to the login page
- You have two options: Register or Log In. If you have never reserved online, you will need to click on register and follow the instructions, otherwise use your login information to log in
- You will see a screen that has a calendar on it.
- Then you can click on the date you would like to reserve
- Once the desired date is selected it will appear on the right side of the screen under select reservation time. It does not matter what time your reservation is for – once a day is selected, it is reserved for the entire day.
- Click on select and fill in your email address
- Click on finalize appointment
- Your reservation is now made
- You will receive a confirmation email from the website after you have placed your reservation
- Management will also receive a confirmation email notifying us that a reservation has been placed.
- Management will then send you an email confirming that a reservation was received and you will be asked to fill out and send in the reservation contract for the room you reserved **** (NOTE: if you are a renter, the owner will be required to sign the contract authorizing you to use it) ****
- Contract, deposit and fee must be received within 10 business days of booking the event to secure reservation or as determined by management or the board.
- Once Management has received the contract, deposit and fee, you will receive an email confirming your event.
- If we do not receive your contract, deposit and rental fee, your reservation will be cancelled 48 hours in advance.
- In the event you need to cancel your reservation, written notice must be given to the management company at least 48 hours in advance of the event. Cancellations made within 48 hours before the event will forfeit \$70 of the rental fee.