

FACILITY RESERVATION

For Private Use Function

Name _____ Unit # _____

Contact # _____ Email _____

Event Start Time _____ Event End Time _____

Event Date _____ Room Requested _____

Event Purpose _____

I acknowledge, understand, and agree that a use fee and security deposit must be received Alta Mar Condominium Association Inc. Management Office along with this request form for my event to be scheduled. Submit two checks; one in the amount of \$100 for non-refundable use fee and one for \$300 for the security deposit, refundable if no damage. Cash will not be accepted.

Management must be notified at least 5 days in advance of the number of guests and number of cars expected to be attending your function. Maximum attendees 50. Event must conclude and non-resident guests off premises by twelve midnight (12AM EST). All non-resident guests must sign in and out on the log sheet located in the lobby.

I, as the event reservation holder, will inform all guests to park in the visitor's parking garage. I will also inform all attendees that the fenced in pool area, swimming pool, and hot tub are off limits and are not a part of the reserved area. BBQ/Grilling area is included with the Facility Reservation.

I acknowledge, understand and agree that disturbing noise levels whether conversation or music will not be allowed, and maximum volumes of all sounds and sound producing equipment shall be enforced between the hours of 10:00 pm and 8:00 am; that decorations requiring attachment to walls *are not* allowed, including thumb tacks, tape, staples, etc. I acknowledge, understand and agree that I am responsible for room cleanliness including access areas and common area restrooms as well as disposing all garbage in appropriate trash containers (remove bagged and tied trash and place on cement behind recycle bin next to east side trash compactor room). I agree that the facility will be clean and brought back to the same condition it was prior to my event immediately after the conclusion of the event and I am responsible for managing that my guests remain in the event area and are not allowed in other residential or hallway areas of the building.

I further acknowledge, understand and agree that my failure (or the failure of my guests) to comply with the above acknowledgements, understandings and agreements and other related condominium rules and regulations will result in the forfeiture of some or all of my Three Hundred Dollar (\$300.00) security deposit or more; and that I will reimburse the Alta Mar Condominium Association, Inc. for any expenses exceeding the deposit which were caused by my failure to comply. I further agree that Alta Mar will bill me (or the owner if I lease/rent) for the excess damage through the assessment account with all collection privileges currently in place for this account.

I have read, acknowledge, understand and agree with all the above.

Resident's Signature Date _____

Manager's Signature Date _____

NOTE: DEPOSIT WILL NOT BE RETURNED TO RESIDENT UNTIL THE INSPECTION HAS BEEN COMPLETED AFTER THE EVENT

Revised 06/28/17