

# ALCOTT HOSPITALITY ROOM RESERVATION & LIABILITY RELEASE FORM

Sandburg Village Condominium Homeowners' Association, hereby agrees that the resident described below may have the use of the indicated Hospitality Room upon compliance with the following rules, regulations, and conditions set forth in this agreement:

Owner/Resident: \_\_\_\_\_

Address & Unit No.: \_\_\_\_\_

Email: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Reservation Request For:

Alcott House (Located at 1460 N. Sandburg Terrace)

Date Requested \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_

Use of the Hospitality Room can not exceed beyond 12:00 a.m. on Fridays, Saturday and evenings preceding holidays or 10:30 p.m. on Sunday through Thursday evenings

\$175.00 (One-hundred seventy five Dollars) Rental Fee: Check#: \_\_\_\_\_ Date: \_\_\_\_\_

\$250.00 (Two-hundred Fifty) Deposit Paid: Check#: \_\_\_\_\_ Date: \_\_\_\_\_

Detailed Nature of Party or gathering: \_\_\_\_\_

Number of Guests expected: \_\_\_\_\_

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

\*5 -6 ft rectangular tables

\*45 black padded chairs

\*5 - 5 ft round table

\*3- 5ft rectangular

Will there be food Served: Y  N

Alcoholic Beverages: Y  N

Name of Caterer, If any \_\_\_\_\_

Key/fob pick-up: \_\_\_\_\_ Date: \_\_\_\_\_ Key: \_\_\_\_\_

## FOR OFFICE USE:

Key Returned: \_\_\_\_\_

Inspected: \_\_\_\_\_

Deposit: \_\_\_\_\_ Refund: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Deposits are contingent upon the condition of the Hospitality Room after you use it and prompt return of key/fob.**

- **All Garbage must be bagged/ready to carry to receptacle.**
- **All food or beverages must be taken from room/refrigerator.**
- **All other articles (Flowers arrangements, etc.) must be removed from the room.**

**All of the above requests must be done by 8:00 a.m. of the following day!**

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1. Resident shall not permit more than 50 persons to be present in the Eliot Hospitality Room and 100 persons in the Alcott Hospitality Room at any one time and shall not permit his or her use of the Hospitality Room to extend beyond 12:00 a.m. on Friday, Saturday and evenings proceeding holidays or 10:30 p.m. on Sunday through Thursday evenings.
2. A reservation form requesting the use of the room and indicating the date and time of the event, the number of guests expected the nature of the event (i.e., dance, card party, shower, etc.) and release of liability to the Homeowners' Association and its agents must be completed and signed by the host. The reservation of a room must be confirmed within two (2) weeks of the request by payment of the fee and completion of the required forms. The required fee must accompany the forms.
3. If more then ordinary cleaning is required after Resident's use of the Hospitality Room, Homeowners' Association agent shall provide Resident with a statement showing the cost of such cleaning, and Resident shall immediately pay to Homeowners' Association Agent all of such amount in excess of Resident's advance payment for cleaning. Such a decision will be left to the discretion of HOA Management.
4. Only the Owner or Lessee of a Village unit may reserve a Hospitality Room. The owner or Lessee must be present throughout the duration of the event. Each host or Hostess is responsible for the action and behavior of all guests.
5. The association provides tables and chairs, and it is understood that the resident shall be responsible for the maintenance of the aforementioned furnishings.
6. Residents shall provide all equipment for serving food and beverage in the Hospitality Rooms and shall accomplish such service in a manner which shall not create disharmony or labor unrest in connection with any labor agreements to which the Building Association is subject.
7. All Deliveries to the Hospitality Room shall be subject to the control and regulation of the respective building.
8. At least one week in advance of the event, the resident must inform the garage operator, in writing if guests are expected who will require parking in the garage. Indicate the date, the expected arrival time (this is important), the anticipated

number of cars, the expected time of departure (if possible). Guests should be informed that the garage can only accommodate a relatively small number of guest cars at any one time and that a guest-parking fee will be charged. Guests will be accommodated on a first come first serve basis. As there may be other guests visiting residents at the same time as the Hospitality Room use, all guests may not be able to park in the garage even though the garage operator is forewarned. There are other garages in Sandburg Village and some street parking. **DO NOT GUARANTEE A GUEST THAT THEY WILL BE ABLE TO PARK IN OUR GARAGES.**

9. **No fees may be charged for admission** or for food and drinks including alcoholic beverages to anyone attending an affair in the Hospitality Rooms. The Hospitality Rooms are for the private use of residents no business services allowed. Use of these facilities for **the sale of items or service is expressly prohibited.**
10. Music is permitted however it can **not** disturb the quiet enjoyment of the residents of the building.
11. Candlelight (lighted candles) are not permitted in the Hospitality Rooms.
12. Hosts are to put the room in order, as much as possible immediately after the event.
13. Residents **shall not** permit or do anything in the Hospitality Room that will disturb, annoy, or interfere with the rights, comforts or convince of the residents and occupants in the building.
14. Resident's entertaining in the Hospitality Room must be confined to the Hospitality Room specified only.
15. Use of non-prescription controlled drugs is prohibited and detection will terminate use of room immediately.
16. No ANIMALS/PETS are allowed in the space.
17. In the event that a resident fails to comply with these rules, regulations, and conditions for the use of the Hospitality Rooms, the HOA Association shall have the right to immediately terminate resident use of the Hospitality Room and HOA may prohibit Residents from again using the Hospitality Room and may treat such failure of Residents to comply with these rules and regulations shall mean forfeiture of deposit paid.

Each Owner/Resident, signing this form, agrees to be bound by the agreements, terms, and conditions set fourth herein or incorporated hereafter.

Every Owner/Resident is required to exercise care and take precautions in their use of the room, its furnishings and equipment. Every Owner/Resident signing this form shall be fully responsible for cigarette burns, breakage, and any damages to the room, its furnishings and equipment incurred while using the facilities. From the time that a key has been provided to an Owner/Resident, the Owner/Resident shall be fully responsible for the room, its furnishings and equipment in accordance with this agreement. After all keys have been returned to the Homeowners' Association,

Management will inspect the room for damages. Any damage found by the Management will be the responsibility and liability of the Owner/Resident, and shall be paid for, repaired, or replaced immediately. If not paid for, repaired, or replaced the cost of damage, replacement or repair shall be considered additional common expenses attributable to the Owner's Unit, and shall be charged to and become a part of the common expense attributable to that unit.

The Owner/Resident, on his own behalf of all of his guests, agrees to be bound by the Rules & Regulations that have been established for the use of the Hospitality Room. These Rules & Regulations are attached to and made apart of this agreement. Any violation of the Rules shall be considered a violation of this agreement, and the violation of the Association covenants contained in the Declaration and the By-laws. The Owner/Resident agrees to provide a two hundred and fifty-dollar (\$250.00) deposit check and a one-hundred seventy-five dollar (\$175.00) non-refundable fee check with the completed reservation form. These two amounts are to be separate remittance. In the event that there are damages to the room, furnishings, and equipment, the two hundred and fifty- dollars will be retained and applied toward all association costs and expenses incurred in rectifying the damages, it being understood that any amount necessary for repairs in excess of the two hundred and fifty-dollars shall be the obligation of the signing party and shall be assessed as stated in the above noted paragraph.

I (we) certify that I (we) fully understand and am (are) familiar with and shall be bound by all of the Rules & Regulations pertaining to the use of the Hospitality Room and agree for ourselves and all other using the facilities to be fully bound by the Rules & Regulations and to apply them on all guests using the room. I (we) further certify and agree that no fees or donations for admission or attendance, for food or drink, will be charged to, or collected from, anyone attending the above-specified occasion; and further agree that I (we) will be present at the above event throughout its duration. I (we) further is not for the Benefit of, or under the auspices of, any organization. It is further agreed and understood that this form releases the Carl Sandburg Village Homeowners' Association and its Agents from any and all liability that may eventually arise from the use of the Hospitality Room for the above specified event or gathering. Owner/Resident agrees to defend, indemnify, and hold the association and its agents harmless the use of the room by the Owner/Resident or their guests.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Owner/Resident)

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Guarantor)