

# THE TERRACES PARTY ROOM RESERVATION FORM

PARTY DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ #OF GUESTS: \_\_\_\_\_

RESERVED BY: \_\_\_\_\_ UNIT: \_\_\_\_\_ TELE: \_\_\_\_\_

The Management Office handles all reservations, scheduling and billing. The fee for the use of the Room is \$50.00 payable by check when the room is reserved. A cleaning/damage deposit of \$100.00 is required at the same time.

The resident reserving the room must be present during its use and will be responsible and charged for the full cost of repairs, replacements, floor finishing or exceptional maintenance made necessary by his or her use of the Party Room. The \$50.00 fee is for the use of the room only and will not be applied to such cost.

The room must be cleaned and restored to its original state immediately at the end of the event. If cleaning is not done, including trash removal, maintenance (at a rate of \$40 per hour, 2-hour minimum) will clean the room, and the cost deducted from your deposit or charged to your assessment account. Kitchen appliances must be cleaned. Use of tape or decorations that may damage any surface is prohibited.

The room is to be used only for private social functions of residents and Association activities. Any function involving fund raising or admission fees must be specifically approved by the Board of Directors. Functions in the Party Room may not be advertised to the general public. Alcoholic beverages may not be sold or served to minors.

Occupancy shall be limited to no more than allowed by the City of Chicago.

The resident host must present a guest list to the Management Office at least 24 hours prior to use of the room. Management will provide copies of the guest list to all necessary personnel.

The resident reserving the room must be present during its use. Reported disturbances will be handled by building security following established procedures. Guests are restricted to the immediate party room. Guests are not permitted to park in the circle driveway.

Association functions take precedence over other room reservations.

Management, the Association, and its employees will not be responsible for damage to, loss of, or theft of equipment or other personal property.

**I HAVE READ THE INFORMATION CONTAINED IN THIS FORM AND AGREE TO COMPLY WITH SAME, UNDERSTANDING THAT VIOLATIONS OF THE RULES MAY RESULT IN FUTURE USE OF THE ROOM BEING DENIED.**

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date