

**RESIDENT PRIVATE PARTY RESERVATION FORM
WILLOW HALL, CLUB ENCORE & LEISURE FAIR**

Date of Party _____ Start Time _____ End Time _____ Party Theme _____

Name of Resident Host: _____ Phone _____

Address _____

Room Requested: Auditorium _____ Queen Mary/Patio _____ Other _____

Number of Resident Guests _____ Number of Outside Guests _____

Name of Caterer _____ Certificate of Insurance _____

RULES AND REGULATIONS

1. Resident must be in good standing with the Association.
2. A resident may not sponsor a party for an outside organization or for commercial use.
3. NO ROOM FEE will be imposed for a private party (with **RESIDENT ONLY** attendees).

REFUNDABLE FEES: (For ALL Private Parties)

A \$250.00 refundable fee for ALL parties is required and will be held for one week following the event.
This fee is to ensure the facilities are left in the same condition as described on the checklist.

NON-REFUNDABLE FEES:

Non-refundable charges will be required for any resident using the facilities with Non-Resident Guests and are due ONE WEEK PRIOR to the event.

\$250 – For the use of Willow Hall, Club Encore, Leisure Fair or Queen Mary/Patio.

\$125 – For the use of the Ceramics Room, Rooms A&B or Ping-Pong Room.

ALCOHOLIC BEVERAGES:

4. The consumption of alcoholic beverages is restricted to the rented room.
 - a. Will alcoholic beverages be served? YES _____ NO _____
 - b. The Resident host is responsible for supplying and removing ALL alcohol.
 - c. The Resident host is prohibited from charging fees for alcohol.
5. Requested date must be cleared with the Recreation Office.
(No Parties on LVW HOLIDAYS).
6. Residents and their guests are limited to the room requested. Guests are not allowed in **ANY OTHER PART OF THE BUILDING** except for the lavatories.
7. All private parties must end and be cleaned up by **9:30 p.m.** Residents are responsible for bagging all garbage and returning the room to its original state. The break-down of tables and chairs is the responsibility of the Association staff.
8. The resident host and a staff member of the Association will complete a checklist of supplies requested as well as a review of the general condition of the facility prior to the start of the function.
 - a. List of outside guests will be provided to the Recreation Dept. and Gatehouses.
 - b. The resident host is responsible for their guests as well as Association property.
 - c. Children under the age of **15 MUST** be accompanied by an adult **at all times**.
 - d. To fully indemnify and hold the Association, its officers, agents, and employees harmless for all loss, costs, claims, damages for personal injury or property damage sustained by a person or entity (including the Association), which, in whole or in part, are directly or indirectly attributable to negligent acts of omissions of the resident host or guests of the resident host.
9. Residents are limited to two (2) parties per unit per calendar year.
10. **ALL RULES ARE STRICTLY ENFORCED. ANY VIOLATIONS WILL RESULT IN FORFEITURE OF YOUR DEPOSIT.**

BY SIGNING THIS AGREEMENT, YOU AGREE TO THE ABOVE TERMS & CONDITIONS

SIGNATURE OF RESIDENT _____ DATE _____

APPROVED BY _____ DATE _____

February 2024

Entered on Frontsteps

Entered on Rec Calendar