

2626 Lakeview Condominium Association

LAKEVIEW ROOM RESERVATION-INSPECTION FORM

PARTY DATE: _____

TIME: _____

UNIT # _____

TEL.# _____

RESIDENT: _____

OF GUESTS: _____

The Hospitality room contains the following movable items:

6	8ft Tables	24	Fabric Covered Chairs	Big screen TV, DVD & VCR
3	6ft Tables	30	Green Stack Chairs	Sound System
2	5ft Tables	1	End Table	2 Coat Closets
6	Card Tables	1	Coffee Table	Modern Kitchen
2	Sofas & Arm Chairs			

PLEASE INDICATE ANY DAMAGE YOU FIND IN THE ROOM BEFORE YOUR FUNCTION BEGINS.

The Lakeview Room is available from 8:30 am to 1:30 am

Resident owners may schedule the Lakeview Room for private social functions and Association activities. **Any function involving fund raising or admission fees must be specifically approved by the Board of Directors.** The Management office handles all reservations, scheduling and billing. The fee for the use of the Room is \$150.00, billed to the owner's assessment. A cleaning deposit of \$200.00 is due from the owner when the reservation is made.

Other Residents must provide two checks, one for \$150.00 and one for \$200.00 payable to "2626 Lakeview Condo. Assoc." to the Management Office **at the time the reservation is made.** The \$150.00 check is the fee for the use of the room. The second check is refunded if the room is left clean. If the staff has to clean the room the deposit check will be used to cover the cleaning costs.

The resident host will be responsible and will be billed for the full cost of repairs, replacements, floor finishing or exceptional maintenance made necessary by his or her use of the Lakeview Room. The \$150.00 fee is for the use of the room only and can not be applied to such cost.

Occupancy shall be limited to no more than that allowed by the City of Chicago (79 people). **The resident must present a guest list to the** Management Office, Doorperson's station and Garage Office **24 hours** before receiving a key to the room.

Functions in the Room may not be advertised to the general public.

Deliveries to/from the Room must be made through the service (freight) elevator.

Decorations on walls or ceilings can only be affixed with **blue masking tape or banner or poster putty (available in the Management Office).** **Tacks, masking tape, duct tape, scotch tape or similar materials cannot be used on the walls or ceiling.** The use of live music must be approved in advance by the Board. Noise should be restricted so as not to cause a disturbance. The resident reserving the Hospitality Room must be present during it's use. Reported disturbances will be handled following established procedures by building security.

The Room must be cleaned and restored to its original state immediately at the end of the event. If cleaning is not done, 2 janitors (at a rate of \$30.00 per hour per janitor -1 hour minimum) will clean the room and charges will be deducted from the \$200 deposit and or applied to your account. Violation of the rules may result in denying future use of the Room.

In the event there is an Association activity requiring the Lakeview Room's television on the same date as the above listed party date, the television will be removed from the room to accommodate the Association's event.

Signature of Resident: _____

Revised 01/07/2015