

Garden Room Reservation Agreement

The Garden room is made available from time to time to all residents on a first come first serve basis for private parties. The following are the necessary arrangements.

1. A charge of \$50 to rent the room for an afternoon/evening.
2. The party must be restricted to the Garden Room only with doors to remain closed. Guests will not be allowed to roam the building or grounds. **Please limit your guests to 35.**
3. Please see to it that you and your guests conduct themselves properly and that there is no loud or excessive noise.
4. The Garden Room is to be checked by resident reserving room and by a management representative to note any existing damages or cleaning problems prior to the function beginning.
5. When the party is over the Garden room should be completely cleaned and all doors locked by **11:00 P.M. Sunday through Saturday.**
6. The key to the Garden room is to be returned to the rental office the following morning. At that time the Manager or a member of the office staff will inspect the room. If there are any problems, you will be notified.
7. If the Garden room is not cleaned or if damages have occurred, there will be a charge of \$20 an hour per person employed to bring the room to its original condition prior to the function. If damages and/or cleaning are not paid in full the balance due may be deducted from your apartment security deposit or you will be billed for any remaining amount due.

You and your party are totally responsible for the Garden room during the time of your party. Management reserves the right to refuse the availability of the Garden room to anyone.

Resident Signature Apt. #

Management Signature

Reservation Date and Time

Date