



EVENT ROOM RESERVATION FORM

TODAY'S DATE: _____

NAME: _____ UNIT #: _____

HOME PHONE # _____ CELL PHONE #: _____

DATE OF FUNCTION: _____

START TIME: _____ END TIME: _____

NATURE OF FUNCTION: _____

NUMBER OF GUESTS: _____

THE ASSOCIATION IS NOT RESPONSIBLE FOR ITEMS LEFT UNATTENDED.

Fee: \$ _____

____ **Bill to assessment**

____ **Pay by Check**

I HAVE READ THE RULES AND REGULATIONS AND WILL COMPLY WITH THE EVENT ROOM GUIDELINES.

SIGNATURE: _____ DATE: _____



EVENT ROOM

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

I/We _____ am/are using the Event Room at Metropolitan Tower Condominium Association on _____, 20__ and agree as follows:

1. I/We will be responsible for the actions of my/our guests. The undersigned unit owner(s)/resident(s) will pay the Metropolitan Tower Condominium Association for any and all damages caused by guests, caterers or others in connection with the use of the Event Room. In the event of any disturbance by a guest during the use of the Event Room or any violation of the rules, the Metropolitan Tower Condominium Association reserves the right to immediately close the room and terminate the event.
2. The undersigned hereby agrees that he/she will indemnify and hold harmless the Metropolitan Tower Condominium Association and Sudler Property Management for any and all claims for damages to person or property arising directly or indirectly from the use of the Event Room, including but not limited to attorneys' fees expended to defend such claims.

Unit Owner/ Resident

Date

Unit Owner/ Resident

_____ Metropolitan Tower Condominium Association
Unit #



EVENT ROOM

RENTER/INVESTOR AGREEMENT

(This form applicable only if you are a renter)

Since the **OWNER** of a unit is responsible for the actions of his/her renter, it will be necessary for you to have the owner of your unit read and sign off on this document prior to the confirmation of your reservation.

AS THE OWNER OF UNIT _____, IT IS MY UNDERSTANDING THAT I AM RESPONSIBLE FOR THE ACTIONS OF MY RENTER AND THEIR GUESTS DURING THIS EVENT ROOM RESERVATION.

I UNDERSTAND THAT, AS THE OWNER OF UNIT _____, ANY DAMAGES WILL BE CHARGED TO MY ASSESSMENT ACCOUNT AT METROPOLITAN TOWER CONDO ASSOCIATION. IT WILL BE MY RESPONSIBILITY TO OBTAIN REIMBURSEMENT FROM MY RENTER.

BOTH THE OWNER AND THE RENTER MUST SIGN AND DATE WHERE INDICATED IN ORDER TO SECURE THE RESERVATION.

OWNER SIGNATURE

DATE

RENTER SIGNATURE

DATE



Metropolitan Tower Condominium Association Rules and Regulations state the following:

1. Reservations for use of the Event Room must be made through the Management Office. Fees will apply. Residents and their guests may use the Tower Elevators for use of the Event Room that has been reserved for an event. Caterers and other service providers must use the Service Elevator. Management reserves the right to enforce all Rules and, at its discretion, to cancel an event.
2. Hours of the Event Room are until midnight Sunday through Thursday and until 1:00 a.m. of the following day for events on Fridays and Saturdays.
3. Only a Resident of Metropolitan Tower may reserve the Event Room. The person reserving the room must be present and accountable throughout the duration of the party or function in the room. The maximum number of guests is 75. If required pursuant to procedures adopted by the Board, a private guard will be booked by the Management office and paid for by the resident at the prevailing hourly rate.
4. Use of the Event Room must not violate any State, Federal or local laws.
5. Smoking is not permitted in the Event Room or the Roof Deck.
6. Children under twenty-one (21) years of age are not permitted to have parties in the Event Room without continuous adult supervision. Adult must be an Owner or Resident of the Building.
7. Pets are not allowed in the Event Room.
8. No signage is allowed in hallways.
9. Roof deck may not be used as an extension of the Event Room.