

# CHANNEL CLUB TOWER ASSOCIATION, INC.

Date \_\_\_\_\_

## SOCIAL ROOM RESERVATION FORM

To reserve the Social Room for private parties, you must submit this form and deposit check to the Management Office at least two weeks prior to your intended party. Your request will be approved subject to prevailing rules and availability of the room.

NAME \_\_\_\_\_ UNIT # \_\_\_\_\_

DATE & HOURS OF PARTY \_\_\_\_\_ # OF GUESTS \_\_\_\_\_

A \$300.00 deposit is required to reserve the room. Checks should be made out to Channel Club Tower Association. Maximum capacity of the room is 50 persons.

The Social Room must be cleaned immediately after your party. In the event that you do not plan to clean the room yourself, please notify the Management Office. The Association's housekeeping staff will be scheduled to clean the room at a minimum charge \$75.00. You will be billed if the replacement of damaged or stolen items exceeds the funds deposited. The Social Room must be left in the same condition in which it was found – surfaces wiped clean, rugs vacuumed, garbage removed and all furniture and accessories back in their places. Guests will not be allowed to mill around in the lobby. Doors to the Social Room must be kept closed. No music is allowed after 10 PM. No electric or percussion instruments are allowed. For appliances & coffee machines please utilize only the specifically marked outlets. **FOR HEAT/AIR TURN ON THE TIMER 3 HOURS PRIOR TO THE PARTY. TO CHANGE TEMPERATURE – SEE FRONT DESK PERSON.**

Caterers must deliver and remove their supplies on the day of your party. Supplies cannot be stored in any of the Association's storage rooms.

Cover Pool Table: Yes ☐ No ☐

Extra Tables: Yes ☐ No ☐ # \_\_\_\_\_

***Valet service is available and is determined by the number of guest cars to be parked. The cost of this service is \$95.00 per valet and payment is required with your reservation deposit. Two weeks notice is necessary to arrange for valet service. Please make this check out to CCS Parking, Inc. The Management Office will make the arrangements and valet signage will be provided.***

Please advise your guests that Channel Club Tower is a NON-SMOKING building that includes the Social Room.

The unit owner reserving the Social Room (hereinafter referred to as "Unit Owner") agrees to indemnify and hold Channel Club Tower Association harmless from any and all claims, demands, actions, causes of action and expenses of all kinds, including reasonable attorneys' fees, which may result or arise out of any alleged act or neglect caused or alleged to have been caused by Unit Owner, or any other individual using the Social Room pursuant to the reservation made by the Unit Owner, in the performance or omission of any act relating to the use of the Social Room.

The unit owner also agrees that the reserving of the Social Room is for "social purposes" only; no commercial or charitable enterprises may be conducted.

\_\_\_\_\_  
Resident's Signature

10/26/11