

HAMPTON COURT ON THE PARK
COMMUNITY ROOM RENTAL REQUEST FORM

For Shareholder Use Only

***** MAXIMUM NUMBER OF GUEST IS 35*****

APPLICANT INFORMATION

Name: _____

Apartment #: _____

Phone #: _____

Email (s) : _____

EVENT DETAILS

No political or religious events are permitted in the community room.

Event Description: _____

Requested Date: _____ Requests are time stamped. In the case of multiple requests for the same date First Request takes priority.

Reservations must be made at least 4 weeks in advance.

Start Time: _____ **End Time:** _____

Expected Number of Guests: _____

Please contact superintendent Ramon Morel to request tables and chairs required.

Additional Scheduling Needs:

I will require access to the community room on the day before my event to decorate and bring food.

I will require time after 6 PM for cleanup and removal of personal items.

Requests for room access before your event must be made at the time of the request or no later than 2 weeks before the event.

Will food and/or beverages be served? Yes No

No Alcohol or smoking permitted in HC public spaces . Please separate refuse for recycling.

Will outside vendors or catering services be used? Yes No

If yes, list vendors: _____

FEES : Rental Fee: \$100 Security Deposit: \$250.00

Deposit Received _____ Check # _____

Rental Fee Received _____

Applicant Signature: _____ **Date:** _____

Event Approved _____

Event Denied Reason _____

HAMPTON COURT OWNERS CORP.
COMMUNITY ROOM RULES AND REGULATIONS

1. The Community Room is available for Cooperative-sponsored events between the hours of 12:00 p.m. and 9 p.m. by reservation only. Cooperative-sponsored events (e.g., the Children's Halloween Party or the Hampton Court Book Club) will require a Community Room Application, but no damage deposit and/or reservation fee will be required.
2. The Community Room is available for general use by shareholders and private parties between the hours of 12:00 p.m. and 9 p.m. by reservation only. No event shall exceed four (4) hours. A written request and plan of activity shall be submitted in duplicate to the Board of Directors no later than fifteen (15) days prior to the proposed event. Should the date of a requested activity occur prior to a Board Meeting, the President of the Board of Directors along with a recommendation from the Building Manager may approve or disapprove an activity request. The plan must include at least the following:
 - (I) Name, apartment number, home and work telephone number of the Shareholder.
 - (ii) The date and hours of the proposed use.
 - (iii) The maximum number of attendees.
 - (iv) Nature of the event (e.g., study session, social gathering, business meeting).
 - (v) Type and method of serving of food and beverages.
 - (vi) Trash disposal and clean-up plan.
 - (vii) Any other information relevant to the approval or disposal of the request.
 - (viii) Obtaining and supplying proof of an insurance policy or an endorsement to an existing policy for the specific event naming Hampton Court Owners Corp. and FirstService Residential as additional insured.
3. Reservations for private parties will be accepted on a "first-come, first-served" basis. The reservation fee shall be \$25.00 per hour. Reservations will also require a \$250.00 refundable damage deposit and a \$35.00 cleaning fee. A check for the damage deposit, cleaning fee and hourly reservation fee must be attached to the reservation form. This deposit will be refunded to the Shareholder within three (3) business days after the event if there is no damage to the Community Room or its equipment or furniture. If the cost to repair damages exceeds the amount of the deposit, the Shareholder will be assessed the remaining balance.
4. Shareholder will be supplied with large garbage bags for cleaning. All garbage from the event must be packed in these bags and brought by the Shareholder to the garbage area of the basement next to the elevators. All recyclable garbage must be placed in the appropriate recycling bins. No food may be left in the refrigerator, freezer, or on the counters. Any item left in the Community Room will be discarded and Shareholder shall be subject to forfeiture of the damage deposit.

5. Hampton Court staff shall not be responsible for shareholders' personal property, vendor equipment and/or rental items, nor shall any of these items be stored in the Community Room or elsewhere in the common areas of the building prior to or after an event. Any personal property, vendor equipment and/or rental items shall be removed from the Community Room at the end of the event. Any items left in the Community Room after an event will be discarded and Shareholder shall be subject to forfeiture of the damage deposit.
6. There is NO SMOKING in the Community Room, bathroom or other common areas of the building or grounds of Hampton Court Owners Corp.
7. Shareholder shall not use staples, push pins, glue, or nails to post or affix decorations in the Community Room. The use of candles is strictly prohibited. Use of these items may result in forfeiture of the damage deposit.
8. Shareholders shall not make or permit to be made any disturbing noises or do or permit any act which unreasonably interferes with the rights, privacy, comforts or conveniences of any other resident. Special consideration must be given to the residents occupying the units that abut the community room.
9. Shareholders will be held responsible for any damage or expense (cleaning, repair or replacement) they or their guests cause to the community room, furniture or fixtures.
10. The approval or disposal of a request for private use of the Community Room shall be within the sole discretion of the Board of Directors. The Board reserves the right to issue specific instructions and limitations with respect to any proposed use of the Community Room.
11. Violation of the rules may result in the forfeiture of deposits and/or restrictions in the Shareholder's use of the Community Room.
12. Hampton Court Owners Corp. is a non-political, non-partisan cooperative corporation. The Cooperative's name and its Community Room shall not be used for the public promotion of any political organization or candidate.
13. The event host must ensure that all attendees of the event comply with the Community Room Rules and Regulations and the House Rules of the Cooperative.
14. Commercially oriented event, sponsored or conducted with a purpose of directly or indirectly promoting or inducing sales are prohibited.
15. Children under the age of 16 must be accompanied by and continuously supervised by a parent or adult guardian. Children may not be left unattended at any time.
16. **ALCOHOLIC BEVERAGES ARE NOT PERMITTED IN THE COMMUNITY**

ROOM AT ANY TIME.

SHAREHOLDER AGREES TO ASSUME THE RISK OF ANY HARM, DAMAGE, OR INJURY TO SHAREHOLDER AND GUESTS, PERSONS OR PROPERTY AND TO DEFEND, INDEMNIFY AND SAVE HARMLESS THE COOPERATIVE, ITS AGENTS AND EMPLOYEES FROM ANY AND ALL LOSS OR LIABILITY, DEMANDS, JUDGMENTS, EXPENSE (INCLUDING ATTORNEYS' FEES), CLAIMS OR ACTIONS ("CLAIMS") BASED UPON OR ARISING OUT OF DAMAGES OR INJURY (INCLUDING DEATH) ILLNESS OR HARM TO PERSONS OR PROPERTY (INCLUDING THAT OF COOPERATIVE AND AGENT), ARISING OR RESULTING FROM OR RELATED TO SHAREHOLDER'S USE OF THE COMMUNITY ROOM AND/OR THE USE OF THE COMMUNITY ROOM BY GUESTS, INCLUDING, WITHOUT LIMITATION, THOSE CLAIMS DIRECTLY OR INDIRECTLY CAUSED OR CONTRIBUTED TO IN WHOLE OR IN PART BY ANY ACT OR OMISSION OF SHAREHOLDER, GUESTS, AND/OR OF ANYONE ACTING UNDER THEIR DIRECTION OR CONTROL OR ON TENANTS BEHALF IN CONNECTION WITH OR INCIDENTAL TO USE OF THE COMMUNITY ROOM, UNLESS THE INJURY, ILLNESS, HARM, OR DAMAGE IS CAUSED BY THE GROSS NEGLIGENCE OR WILLFUL MISCONDUCT OF THE OWNER.