

# PARK TOWER CONDOMINIUM ASSOCIATION

5415 N. SHERIDAN ROAD, SUITE 107, CHICAGO, ILLINOIS 60640-1966

PHONE: 773.769.3250 - FAX: 773.769.0047 - EMAIL: PARKTOWERCONDO-MGMT@HABITAT.COM - WWW.PTCONDO.COM

## PARTY ROOM RULES PACKET

The Party Room is located on the second floor and is available to all PTCA residents and Owners for reserved use, subject to the following rules and procedures. A completed Request Form (herein) will be required in advance before a reservation to use the Party Room can be obtained from the Management Office. All fees must be paid by cashier's check or money orders only – with the exception that Unit Owners may pay by check or have charges applied to their account.

### Party Room Rules

1. Party room may be used for free for events and functions to which all residents are invited.
2. The maximum number of guests permitted is 75.
3. The resident must be in attendance at all times.
4. In the event resident is unable to control guest conduct, the security officer or the management office has the right to halt the party at the host's expense.
5. Management reserves the right to grant or deny requests for the use of the party room based on the type of a function, the number of attendees and security needs.
6. Guests may not be charged an admission fee and liquor may not be sold at private parties.
7. A security officer must be present for all parties serving alcoholic beverages. A fee is charged in advance for up to four hours of supervision provided by the association.
8. At least one week prior to the requested date, the resident must provide the management office with a guest list. Each guest must provide identification to present to the door staff who will have the attendance list. Failure to submit a guest list one week prior to the scheduled event may result in the mandatory cancellation of the function.
9. Guest activity beyond the party room is strictly prohibited.
10. Live bands and/or loud noise are not permitted.
11. The party room may not be used for commercial purposes except by mall merchants.
12. Party room reservations are subject to the payment of fees one week in advance. The reservation fee will be refunded only if the cancellation is made at least three business days prior to the scheduled event.
13. Non-owner residents can reserve the party room only by obtaining the unit owner's permission. Owners are responsible for any and all applicable fees and damages.
14. Any unit owner or resident who wishes to use the party room for a maximum of four hours per week, and a maximum of two hours in any given day, may do so at no charge, provided the use is for activities that are open to all residents, but residents only. Such activities may not be commercial in nature. A waiver of liability must be signed by the individual using the room and can be obtained in the management office. The unit owner or resident must book the two-hour time slot at least one week in advance. A security deposit must be left with the management office and may remain in the office for repeat uses of the room. Activities that may cause physical damage to or soil the party room in any way are prohibited. The kitchen may not be used in conjunction with the use of the room.
15. Illegal and/or offensive activities are not permitted in the party room.
16. All activity shall end by midnight. A minimum of two hours must be allotted to permit adequate clean up between events. In the event the party room (and 2<sup>nd</sup> floor hallway and bathroom) is not properly cleaned, management has the right to apply the cost of cleaning against the security deposit.
17. Any expense including damage to equipment, the building or association property caused by the resident or guest(s) shall be the responsibility of the resident, and the cost exceeding the deposit amount shall be added to the owner's account.

All requests for use of the Party Room must be submitted to the Management Office in writing at least one week in advance of the requested date. Use of the Party Room is on a first come, first

served basis. The Board of Directors of the Park Tower Condominium Association reserves the right to approve or refuse requests for the use of the Party Room.

Party room fees must be paid one week in advance in order to reserve the date. In case of cancellation, this fee is non-refundable unless the party room reservation is cancelled 3 business days in advance of the intended date. Fees are detailed on the "Park Tower Fees" page.

In the event the host or hostess of the party fails to properly submit the guest list and/or security deposit to the Management Office one week before the party is to take place, the reservation for the party room will be canceled and the function will not be allowed to take place.

Non-owner residents can reserve the party room only by obtaining the unit owner's co-signature on the Party Room Request form. Non-resident owners are responsible for any and all applicable fees.

### **Party Room Fees**

Any member of the Park Tower Condominium Association, owner or resident, who wishes to use the Party Room must complete a Party Room Request and submit that with the rental fee detailed below to the Management Office at least one week before the party is to take place. All cashier's checks and money orders must be made payable to Park Tower Condominium Association. Renters are required to have the approval of and signature from their Unit Owner before a reservation can be made.

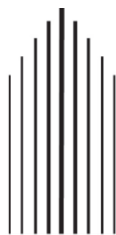
NOTE: All delinquent fees pertaining to use of the Party Room becomes a lien on the unit and this lien may be perfected and foreclosed in the manner provided by Section 9 of the Illinois Condominium Proper Act as amended. ALSO, Unit Owners may choose to apply any relevant charges to their account.

A Security Deposit of \$200.00 payable in a blank money order is required for all private parties. Providing there is no damage or cleaning required to the Party Room or its furnishings, which will be determined by inspection by the Building Engineer or designee following the event, and there was not any cleaning by our staff, the full Security Deposit will be refunded to the host or hostess the first business day after the Party. The 2<sup>nd</sup> floor, bathrooms and party room are also inspected before and after all events and should be left clean and. The staffs determination on conditions and any relevant clean up charges is considered final. The best rule of thumb is to leave these locations in the same or better condition than when you arrived.

The cost of the rent for the Party Room is a flat fee \$150.00, which is good for a reservation on and for 1 calendar day. Any use that exceeds one calendar day, will require a second \$150.00 fee.

If alcohol is to be served at the party/event a Security Guard must be hired. The following additional fees apply: There will be an additional charge of \$150.00 for 4(four) hours and \$50 for each additional hour for the presence of a Security Officer. These fees are based on the hourly wages to be paid to the Security Staff and are subjected to change without notice.

Any questions regarding the use, rules or procedures for the Party Room, can be brought to the attention of Management, at 773-769-3250 or via e-mail at [parktowercondo-mgmt@habitat.com](mailto:parktowercondo-mgmt@habitat.com).



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## PARTY ROOM REQUEST FORM

Name: \_\_\_\_\_ Unit #: \_\_\_\_\_ Date of Party: \_\_\_\_\_

Reserve for the hours of: \_\_\_\_\_ No. of People: \_\_\_\_\_

Home Telephone #: \_\_\_\_\_ Cell Telephone #: \_\_\_\_\_

If a renter, Owner's name and telephone #: \_\_\_\_\_

As a condition of using the facilities indicated above, I hereby agree to indemnify and hold harmless the Park Tower Condominium Association and its agent for any and all damage done to the furnishings and fixtures in these facilities by myself or my guests during the period of time these facilities are being used by us.

This indemnification shall apply to the Park Tower Condominium Association and its agents and employees and shall be for all costs and expenses, including reasonable attorney's fees, damages, liabilities, and judgments for personal injuries, including death resulting there from, and for property damages sustained by any person or corporation whomsoever, or whatsoever, caused or alleged to be caused directly or indirectly by any one or omission negligent or otherwise, of myself or my guests or invitee, or occasioned by the use of these facilities in the above described building. I shall also provide defense for any such action or suit brought against Park Tower Condominium Association and its agents, servants, employees, as well as the owners of the building and shall pay all costs and expensed of whatsoever nature, including attorney's fees resulting there from and in conjunction therewith and shall pay on behalf of those indemnified under this agreement the amount of any judgment that may be entered against them in any such action or suit.

In the event the party room, 2<sup>nd</sup> floor and/or bathroom facilities are not returned cleaned or in a sufficiently reasonable condition, or that damage, costs, or expenses are incurred by myself or my guests exceeds the amount of the security deposit, it is understood that any deficiency can be charged to the Unit Owners account, and become a lien against the above-mentioned unit and this lien may be perfected and foreclosed in the manner provided in Section 9 of the Illinois Condominium Act as amended.

Host Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Unit Owners Signature: \_\_\_\_\_

### -- FOR MANAGEMENT OFFICE PERSONNEL:

Rental Fee Paid: \_\_\_\_\_ Received By: \_\_\_\_\_

Security Deposit Paid: \_\_\_\_\_ Security Officer Fee Paid: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_ Date: \_\_\_\_\_