

BEVERLYWOOD WEST PARTY ROOM RESERVATION FORM AND RULES

Dear Homeowner,

Enclosed is a copy of the Reservation Form and Rules for your review, signature and date.

Please fill out the application, sign and date it and drop it through my mail slot in Unit 27B as soon as possible. Please DO NOT knock on my door.

Questions please contact me via email at sara@iconic-ent.com

____(a)Required deposit is \$100.00, check payable to BWV***

____(b) a \$100.00 check is on file

When you pick up the keys, I will return a signed copy of this form to you.
Please drop it in the Guard Office before your event

Once the reservation procedure is complete, you may text 310-990-4377 to advise me when you will be picking up the key. (Either the night prior to your event or on the morning of your event.) Once you have completed clean-up of the room **(PLEASE REMEMBER TRASH BAGS MUST BE REMOVED AND TAKEN TO THE RESIDENTS UNIT FOR DISPOSAL)**, please drop the keys through my mail slot.

*****If you wish your check to be returned, call me to pick it up, otherwise, I will hold it on file for your next event or automatically shred it after 90 days.**

If you have any further questions, please do not hesitate to call me at the number above.

Sincerely,

Sara Dean
27B

Beverlywood West Homeowners Association

BEVERLYWOOD WEST PARTY ROOM RULES AND RESERVATION FORM

The party room may be reserved for private use by all residents .

Initial here ___ The host Resident must be personally present at all times.

Initial here ___ **THE PARTY ROOM IS THE ONLY PART OF THE FACILITIES WHICH MAY BE RESERVED TO THE EXCLUSION OF OTHER RESIDENTS. GUESTS AT THE PARTY ROOM ACTIVITY ARE NOT PERMITTED TO USE ANY OTHER PART OF THE FACILITY (GUESTS USE OF THE POOL IS NOT ALLOWED IN CONJUNCTION WITH USE OF THE PARTY ROOM) OR ANY COMMON AREA EXCEPT THE RESTROOMS.**

The party room may be used for regularly-scheduled meetings of homeowners or for functions outside organized groups with written permission of the Board each time such use is requested. A fee of \$50.00 in addition to the reservation refundable amount, may be requested at the discretion of the Reservation Chairman, for each meeting. An outside function may be preempted by a private party up to two weeks prior to the date of the functions.

Alcoholic beverages are not to be served to or consumed by minors (under 21 year of age) with the exception of sacramental wine for religious purposes. **If alcoholic beverages are served to or consumed by minors, or an adult who is, or appears to be, intoxicated, the event will terminate immediately, the deposit will be forfeited and the Board may levy additional fines at its discretion.**

Loud music is not allowed. Residents are entitled to call the Culver City Police, who will issue violations of disturbance. The board is also entitled to fine for such offense.

Reservation procedure:

Reservations may be secured by filling out this application, signing an acknowledgement the resident has read and agrees to the party room rules (and clean-up procedures) and presenting a deposit check to the Reservation Chairman in the amount of **\$100.00 payable to BWW.**

Reservations should be made at least 10 days prior to the event.

The reservation form requires the Resident to state the nature of the event, the purpose and duration of the event and number of individuals expected to attend. Please state a full description not just party (i.e. Children's party, Wedding reception, Adult Holiday party) **The maximum number of people allowed in the room is 80.**

The Reservation Chairman has the right to refuse a request for the room or other conditions, including a higher deposit, based on the past performance of the individuals involved or on the nature of the event. The Resident can request that the decision be reviewed by the Board.

The Reservation Chairman also has the right to refuse a request in the event that the Resident is not current in payment of assessments to the Association.

Hours:

Sunday – Thursday : 10:00 a.m. to 11:45 p.m.

Friday, Saturday & Holidays : 10:00 a.m. to 11:45 p.m.

Cleanup: **Resident must bring their own trash bag and all trash must be removed from the party room facility and taken to the Residents unit for proper disposal.**

The party room must be cleaned up immediately after a daytime event. It must be cleaned up by 10:00 a.m. the following morning after an evening event. A proper cleanup includes mopping of floors or vacuuming, cleaning and wiping tables and chairs and cleaning the kitchen fully by wiping counters, microwave, refrigerator and oven if they have been used. If, in the opinion, of the Chairman, the clean up is satisfactory and not damage has occurred, the deposit will be refunded. If not, part of the deposit necessary to place the room in its original condition will be retained.

It is incumbent upon the person reserving the room to report immediately any damages that are observed before the event so that the Resident will not be charged with said repairs.

Parking is only permitted in marked parking spaces. Resident/host must instruct guests to park in authorized areas away from red zones and out of alleys. Failure to park in authorized areas will result in issuances of warnings, fines and/or towing of vehicles.

THERE WILL BE A \$10.00 NON-REFUNDABLE CHARGE FOR CANCELLATIONS RECEIVED LESS THAN 10-DAYS IN ADVANCE OF SCHEDULED EVENT.

Event Date: _____ Set up time: _____ Cleanup time: _____

Event Start time: _____ *Event ending time: _____

*Note that the Building is locked at 12:00 a.m.

Purpose of the event (party, meeting, etc. **please be specific**) _____

Number of people attending _____

I have read and received the rules regarding the private use of the party room and agree I will be held completely responsible for any damages that might be incurred during the time that I have reserved the room or stemming from any negligence on my part. (i.e. leaving the doors or windows unlocked) I understand that if the room has not been left in satisfactory condition, I will forfeit the deposit and be held responsible for any further expenses incurred.

Signature of Resident

Unit

Number Phone number

Date Deposit Signature of Reservation Chairman

I HAVE RECEIVED A SET OF KEYS TO THE PARTY ROOM AND CLOSET AND UNDERSTAND THAT THEY MUST BE RETURNED TO UNIT 27B (VIA MAIL SLOT) WITHIN 12 HOURS AFTER MY EVENT. FAILURE TO RETURN KEY WILL RESULT IN A REPLACEMENT FEE OF \$50.00

Questions please contact me via email at sara@iconic-ent.com

SIGNATURE _____ **DATE** _____