

HOPKINSON HOUSE OWNERS' ASSOCIATION

APPLICATION TO USE THE SOLARIUM
Effective August 1, 2014

Applicant

Name _____ Apartment No. _____

Owner or tenant? (Circle the one that applies.)

Reservation date _____ Time, from _____ to _____

Type of function

Social or commercial _____

If commercial, name of organization _____

Will refreshments be served? _____

Will alcoholic drinks be served? _____

Company providing equipment, furniture, refreshments, or services:

Name _____ Phone No. _____

Charges, payable at the time of application \$

Type of applicant	Refundable security deposit	Non-refundable Service Fee
Resident	150.00	200.00
Commercial, no Refreshments	250.00	250.00
Commercial, refreshments	250.00	400.00

NOTE: If alcoholic drinks are to be served, the Association may provide a monitor at the applicant's expense.

Rules

1. The applicant must be at least 21 years old.
2. Commercial organizations must be sponsored by an owner or tenant.
3. For social functions, a tenant applicant must have his/her landlord's approval. The landlord will be held liable for any costs to the Association incurred but not paid by the applicant.
4. At functions where alcoholic drinks will be served, the Association may provide a monitor at the applicant's expense.
5. The applicant must show evidence of suitable liability insurance.
6. If non-resident guests are invited, the applicant must provide a guest list to the resident services desk.
7. The applicant must be in financial good standing with the Association.
8. If the applicant does not attend and supervise the function, the appropriate commercial fees will be charged.
9. Any costs of cleaning or repairs incurred by the Association will be deducted from the refundable deposit. If this is insufficient, the applicant will be billed for the difference.
10. All functions must be held between 10 am and midnight.
11. Loud music or other loud noise is not permitted.
12. The sale of drinks or other refreshments is not permitted.
13. The service elevator must be used for the delivery and removal of furniture, equipment, and refreshments.
14. If the services of Hopkinson House employees are required, the applicant will be billed at the appropriate hourly rate, with a minimum two-hour billing per employee.
15. If the kitchen is used, it must be cleared and cleaned by 8:00 am the next day.
16. Any furniture or equipment brought in must be removed by 8:00 am the next day.
17. If the event is for children, there must be an adult over 21 years of age in charge at all times. Otherwise the event will be terminated immediately.
18. No decorations may be attached to walls, windows, light fixtures or ceiling tiles.
19. The applicant and guests may use the sun deck but not the pool deck.
20. **Smoking is not permitted in the solarium or other common areas (INCLUDING SUN DECK) of the building.**
21. The maximum occupancy in the solarium is 137 people.

Agreement

I have read and I understand and agree to be bound by the rules of this agreement. I further understand that my violation of any of these rules may prohibit my future use of the solarium.

Signed: _____ Date _____
Applicant

Signed: _____ Date: _____
Landlord, if applicable

Payment

Non-refundable service fee \$ _____ Check No. _____ Date: _____

Refundable security deposit \$ _____ Check No. _____ Date: _____

Liability coverage

Suitable evidence of insurance provided _____
General Manager

Application approved:

_____ Date _____
General Manager