

Empress Condominium Association

SOCIAL ROOM RESERVATION REQUEST FORM

The Social room can be reserved between the hours of 8:00 a.m. and 10:00 p.m. Any Empress functions, except for standard meetings and Social Committee events, must be approved two (2) weeks prior by the Empress Condominium Board of Directors. A cleaning deposit and refund schedule is noted below. The deposit along with this completed form must be given to the front office. The unit owner and/or renter making the reservation are responsible for all damages and additional cleaning. **Renters must present written permission from the owner assuming liability for his/her tenant. (Guests may not make reservations.)** A clean trash bag must be left in the waste basket. It is to be understood that reserved parties can not use any of the Social Committee's paper products, coffee or other consumable product.

CHECK WITH SOCIAL COMMITTEE TO INSURE NO CONFLICT WITH THE FOLLOWING REQUEST

Checked by: _____ Date: _____
Print Name

Signature

Unit Number: _____ Name: _____ [] Unit Owner [] Renter

Date Requested: _____ Time: (start) _____ to (end) _____ # of persons attending: _____

Description of Event:

Signature: _____ Date: _____

Number in Party	Deposit	Refund if clean and undamaged.
1-20	\$200.00	\$150.00
21-40	\$200.00	\$100.00
41-60	\$200.00	\$ 50.00

Please make check payable to Empress Condominium Association. Cash is not accepted.

Date Deposit received: _____ Received by: _____

Approved: _____ **Not Approved:** _____

Empress Condominium BOD: _____ **Date:** _____

Next Day Assessment of Social Room:

Amount Refunded: _____ [] Check Request

Authorized Signature: _____ **Date:** _____