

Hospitality Room Rental

Ph: 312.255.8700 Fax: 312.255.8712

The undersigned, being the owner/resident of Unit _____ at 2 East Erie, Chicago IL, hereby wishes to reserve the 40th Floor Hospitality Room between the hours of _____ and _____ on the _____ day of _____, _____.

Indemnification

As a condition for the use of the room, the undersigned hereby agrees to indemnify and hold harmless the 2 East Erie Condominium Association and Sudler Property Management for any and all damage done to the furnishings and fixtures in the Hospitality Room and elsewhere in the common areas of the property, whether by the undersigned, guests, or invitees. This indemnification shall apply to the 2 East Erie Condominium Association, Sudler Property Management, and all agents, and employees, and shall be for all costs, expenses (including reasonable attorney's fees), damages, liabilities, and judgments, for personal injuries (including death) resulting therefrom, and for property damage whatsoever, caused or alleged to be caused, directly or indirectly, by any act or omission of negligence or otherwise, of the undersigned, guests, or invitees, or occasioned by the use of the Hospitality Room in the above described building. The undersigned shall also provide defense for any such action or suit brought against the 2 East Erie Condominium Association, Sudler Property Management, and all agents and employees, and shall pay all costs and expenses of whatsoever nature, including attorney's fees, resulting therefrom 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.

Policies and Procedures

- The Hospitality Room is available daily from 1pm -12:30am for a non-refundable fee of \$100.00, and a refundable security deposit of \$300.00. All furniture must remain in the room. The furniture may be rearranged as long as it is returned to its original position. The staff is not permitted to assist with moving the furniture.
- No reservation is accepted without a signed contract. Unit Owner's accounts will be billed directly for the fee and deposit. Tenants must remit the fee and deposit as two separate checks to the Management Office.
- At least four days prior to the rental, a guest list and the required fee and deposit must be supplied to the Management Office. Failure to do so may result in the reservation being cancelled.
- Cancellations must be received at least 5 days prior to the scheduled date to receive a refund.
- Occupancy is limited to thirty-four (34) persons.
- Rental of the Hospitality Room does not include exclusive use of the patio area and grills.
- No Wax Candles. No loud music, live bands or DJ's are permitted.
- All garbage cans must be emptied.
- Folding chairs may not be used on the sundeck.
- Tables and party decoration may not be placed on the sundeck.
- The hospitality room key can be obtained from the doorman's station the day of the party and must be returned by 12:30am. If the key is not returned, or lost, a \$200 fee will be charged.
- A checklist will be completed by staff with the resident when key is requested and when the key is returned.
- **All parties must end and the guests must leave the Hospitality Room by 12:30am. The resident must clean the room and have the room checked by staff the following morning. Under normal circumstances the room is to be cleaned and the key returned to the doorman no later than 10:00am the day following the event; however, in the instance that the room has been reserved for another event that day, cleaning and return of the key to the doorman shall occur no later than 8:00am that day. Personal property left after that time will be disposed of by building staff. Cleanup charges are \$60.00 per hour, one-hour minimum, and will be billed accordingly.**

The undersigned agrees, on behalf also of all guests and invitees, to abide by any and all Rules and Regulations of the 2 East Erie Condominium Association and all applicable Policies and Procedures pertaining to the rental of the Hospitality Room.

Resident Name: _____
Print Signature Phone

Date: _____