

# BROOKS TOWER RESIDENCES

## Residents' Room / Billiard Room / Conference Room Reservation Form (All three rooms require reservations)

NAME: \_\_\_\_\_

UNIT #: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

HOME TELEPHONE: \_\_\_\_\_

WORK TELEPHONE: \_\_\_\_\_

NUMBER OF GUESTS: \_\_\_\_\_

ALCOHOL: \_\_\_\_\_

HOUSEKEEPING: \_\_\_\_\_

KITCHEN: \_\_\_\_\_

FREIGHT ELEVATOR: \_\_\_\_\_

FUNCTION: \_\_\_\_\_

**CAPACITY/HOURS:** Maximum capacity is 50 guests and does not permit live bands or DJ's. The hours for use are 8:00am-12:00am. All guests must vacate by 12:00am midnight, and the rooms must be cleaned with doors locking by midnight. The patio closes at 10:00pm.

**DEPOSIT:** Resident is required to submit \$200 in the form of cash or check. The deposit will be returned after inspection of the room by the Management Office.

**SUPERVISION:** A supervision fee of \$30 per hour is required for most functions. This fee must be collected two days before the event and is non-refundable.

**SWIMMING POOL:** **Exclusive use of the swimming pool and patio is not permitted.** A resident may supervise two guests swimming per the Brooks Tower Swimming Pool Rules. Guests may use the tables and chairs on the patio provided they do not disturb other residents using the pool facilities. The pool closes at 10:00pm.

**HOUSEKEEPING:** Resident is expected to pick up trash, wipe off counters, and put tables and chairs back in place. A minimum charge of \$50 will be added if cleaning must be performed by Brooks Tower Housekeeping Staff.

**RESPONSIBILITY:** By signing below, the resident accepts the following terms: Brooks Tower Residences is not responsible for lost items; full responsibility for damage or injury caused by all guests; terms listed above and adherence to Brooks Tower Rules & Regulations.

Resident's Signature: \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Property Manager's Signature: \_\_\_\_\_

Supervising Attendant's Signature: \_\_\_\_\_

*Management Use Only:* Deposit Received: \_\_\_\_\_ Supervision Payment Received: \_\_\_\_\_