

HORIZON TOWERS COMDOMINIUM ASSOCIATION (HTCA)

HOSTING and ROOM RESERVATION FORM

I/We wish to reserve the Sports Center and/or host a social event at Horizon Towers. I/We understand our guests are not entitled access to any common areas of Horizon Towers except the restrooms and the designated room for the event. As a member of HTCA, I am responsible for the actions of my guests during this social event. I also agree and understand that my guests and I must abide by all Federal, State and local laws, as well as the rules and regulations of HTCA and that any, and all, complaints and/or penalties arising from the conduct of myself and/or my guests, will be assessed against me and/or my Unit.

On _____, _____ from _____ to _____
(Day) (Date) (Time)

TYPE OF PRIVATE SOCIAL EVENT: _____

LOCATION of the EVENT: _____ Sports Center _____ Card Room _____ Library _____ Office

Number of people in attendance: _____ Will food be served? Yes or No

Will adult beverages be served? Yes or No

The following requirements are to be adhered to when hosting a private social event in any room at Horizon Towers:

1. The social event may not be for commercial business, sales, or political activities and shall be conducted in accordance with all Federal, State and local laws.
2. The person hosting the event will be present at all times during the event.
3. The person hosting the social event is specifically responsible to see that any adult beverages are consumed in accordance with all Federal, State and local laws.
4. The person hosting the event is responsible for the cost of cleaning the room, as well as for any other expenses incurred due to stains on the carpet and/or damage to any of the appliances, fixtures, furniture, etc. If additional tables and chairs were brought into the room, they are to be returned to where they were originally stored. The room is to be set back up as before.
5. Excessive noise will not be tolerated.
6. Decorations may only be attached to the tables and counters, not to the walls or ceilings.
7. Any items left in the refrigerator will either be discarded or become community property.
8. The HTCA Board and Administrator reserves the right to enter the event at any time to insure compliance with HTCA rules and regulations and/or in an emergency.
9. If the Board determines that any of these rules were violated during the event by either the host and or his guests, there will be a \$100.00 penalty assessed to the host of the private social event.

The following additional requirements are to be adhered to when hosting a private social event in the **Sports Center**: **The maximum number of people allowed by the Fire Code is 46.**

1. Activities in the Sports Center will cease by 9:30 pm and the room cleaned by 10:00 pm.
2. The dishes and silverware in the Sports Center cabinets are for the use at HTCA functions only.
3. No items are to be left in the refrigerator. Ice can be left in the freezer.

I/We have read, understand and agree to these requirements.

Host's Signature _____ Unit # _____ Date _____

Board has: Approved _____ Denied _____ Date _____

Applicant notified by _____ Date _____