



**■ PARTY ROOM RESERVATION REQUEST**

**Party Room Hours:** Monday-Friday 8:00 A.M. to 10:00 P.M., Saturday & Sunday 8:00 A.M. to Midnight

**Cleaning Fee:** \$25 (nonrefundable on a separate check made payable to River North Commons)

**Damage Deposit:** \$300.00

**Name:** (please print)

**Unit #**

I am requesting to use the party Room from the hours of A.M. P.M. to A.M. P.M. on the date of

There will be \_\_\_\_\_ number of guests attending. I have attached a list of names that will be given to the front desks and to the management company.

**The management company will not accept the reservation unless a guest list, deposit and cleaning fees are attached.**

I understand that my guests must find their own parking and may not park in spaces belonging to other residents at River North Commons Condominium Association.

I have read the rules and regulations regarding the use of the Party Room. I understand that I am responsible and liable for the behavior of my guests while they are on the premises. I also understand that I am financially liable for any fines or damage caused by my guests. The cost of repairing any damages in excess of my deposit will be charged against my unit. The Association, Board, Managing Agent, and their employees shall not be held liable for any injuries, damages, or contracted services for the party.

**Signed:**

**Date:**