

The Carillon House

PENTHOUSE RESERVATION FORM

Name of Resident: _____ Unit #: _____

Date Requested: _____ Alternate Date: _____

Time In: _____ Time Out: _____

(Ending times are as follows-Monday through Friday: 10:00 p.m.; Saturday, Midnight; Sunday, 9:00 p.m.)

Number of Guests: _____ Type of Party: _____

(Tables and chairs currently accommodate 72 persons for sit-down events.)

Will you require removal or replacement of existing furniture? YES _____ NO _____

If YES, please specify: _____

This function will require:

_____ Present set-up (4 tables seating 16 people) _____ Extra round tables (max 72)

_____ Extra chairs (maximum 48)

Will this function be catered: YES _____ NO _____ Will kitchen be used: YES _____ NO _____

SET -UP/CLEAN-UP:

Maintenance Personnel Responsibility: Setting up and taking down of tables and chairs for each function of the day will be the responsibility of the maintenance staff personnel on duty Monday through Friday from 8:00 a.m. to 4:00 p.m., excluding lunch hours. Maintenance set-up time of more than one hour will be billed to the resident, based on the amount of time required.

Resident Responsibility:

1. Wash all dishes, silverware, etc. (in 2 dishwashers)
2. Gather table linens for laundering by staff.
3. Group decorations together or remove if property of resident.
4. Wipe tables, beverage station, kitchen counters.
5. Put trash in container provided and pick up floor.
6. Turn off all lights, including restrooms.
7. Turn in key.
8. Reminder: Pets and smoking are prohibited in the Penthouse.

If above guidelines are not followed, resident will be charged for additional clean-up time.

Is there another event scheduled for this date? YES _____ NO _____

If YES, time of event: _____ Resident Host: _____

Resident is responsible for the behavior of guests and all damages to Association property.

Signature of Resident: _____ Date: _____

Approved 3/9/2018

Please be considerate of the residents who live below the Penthouse by keeping noise to a reasonable level.