

Master Apts., Inc
 310 Riverside Drive New York, NY 10025
 Reservation Request for
 Riverside Lobby Private Event

Shareholder Name	Apt.#	Telephone #
Space requested – Riverside Lobby	Shareholders E-mail address	
Other space _____		

Event Day & Date	Start Time	End Time
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Type of event	Maximum number of guests expected
Party <input type="checkbox"/>	Adults(21+) _____
Meeting <input type="checkbox"/>	Teens(12-21) _____
Class <input type="checkbox"/>	Children(under12) _____
Other <input type="checkbox"/>	

Is the event part of a series?	No___ Yes___
Will alcohol be served?	No___ Yes___
Will there be music? Sound system?	No___ *Yes___
Any special activities planned?	No___ *Yes___

*If yes to any of the above, please explain

Sponsorship Name of the group _____

(if applicable) Affiliated organization _____

Has this group reserved space at 310RSD before? _____

Additional hosts _____

(if applicable)

I certify that the above information is accurate and that I Have read and I agree to abide by the rules below.

Signed	Date
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Procedure

At the Board of Directors meeting on December 12, 2012, the Board voted that the following procedures must be carried out in order for a shareholder to rent the Riverside Lobby space:

- The shareholder(s) must complete, sign and submit the Master’s Apts., Inc. letter of Indemnity (attached)
- The shareholder(s) must provide a copy of their Homeowner’s Insurance listing Mater’s Apts., as an interested party.
- The shareholder(s) must provide a refundable deposit of \$500. These funds will be returned once a building employee inspects the space to insure no damage was caused by the event.
- The shareholder(s) pays to Master Apts., Inc. a \$100 fee as rent for the space with this application.
- Submit completed form to Management

Rules for all events:

- Must end by 10PM weekdays, 11PM weekends.
- Attendance may not exceed 45 people.
- At least one responsible adult must be present at all times if children under the age of 12 are present.
- An event may **not** be open to the general public.
- Charging admission to your event is not permitted.
- The Host must be present at all times.
- Host will ensure moderate volume of electronic devices and of guests.
- The Co-op will provide available chairs and tables at no charge.
- Host is required to clean up and leave the lobby in condition as found prior to event. If building staff clean the space there will be a minimum charge of \$50 applied against your security deposit.
- If the reservation is granted, you will receive a signed copy for your records.
- You must notify Management in writing of any substantive changes prior to the event.

AGREEMENT

By and between Master Apts., Inc. and the Undersigned

I understand that the use of the Riverside Lobby for private events is a privilege available only to Residents of Master Apts., Inc. in good standing. In return for this privilege, I agree to:

- Make sure that my event meets the conditions specified above.
- Maintain order at all times during the event and see that participants abide by the rules
- Leave the space in clean condition as it was prior to my event

I understand that the penalty for violating this agreement may be future loss of this privilege and an imposition of a fine. I also understand that the cost of any cleanup services required will be deducted from my deposit at a minimum of \$50.

I understand that I am personally liable for any personal injury or property damage that may occur in the course of the event.

I will not hold the Corporation, its officers, directors, or the Management Agent responsible for any claim, loss, expense, injury or damage resulting from my use of the space for the event.

Signed:

Permission granted:

Date _____

Date _____