

Master Apts. Inc.
 Riverside Lobby Private Event
 Reservation Request/Rental Agreement

Shareholder Name _____ Apt. # _____ Telephone # _____

Shareholder's E-mail address _____

Event Day _____ Date _____ Start Time _____ End Time _____

| | | |
|----------------------------------|--|--------------------------|
| Type of event | Maximum number of guests expected | Items needed |
| Party <input type="checkbox"/> | (no more than 30 people are permitted) | ____ Tables number: ____ |
| Meeting <input type="checkbox"/> | Adults (21+) _____ | ____ Chairs number: ____ |
| Class <input type="checkbox"/> | Teens (14 - 21) _____ | ____ Vases number: ____ |
| Other <input type="checkbox"/> | Children (under 12) _____ | ____ Ice bucket |

| | | |
|------------------------------------|-----------------|--|
| Is the event part of a series? | Yes ___ No ___ | Items requested will be delivered to the RSD Lobby. The renter is responsible for the set-up of the lobby. |
| Will alcohol be served? | Yes ___ No ___ | |
| Will there be music? Sound system? | *Yes ___ No ___ | |
| Any special activities planned? | *Yes ___ No ___ | |

*If yes, please describe: _____

Sponsorship (if applicable) Name of the group _____
 Affiliated organization _____
 Has this group reserved space at 310RSD before? Yes No (circle one)

Additional hosts (if applicable) _____

I certify that the above information is accurate.

Signature _____ Date _____

Date Permission Granted _____ By: _____

Reservation Request Procedure

- The shareholder(s):
- Submit completed Reservation Request to Grazyna Cyprys (gcyprys@orsidny.com) at least 2 weeks prior to event.
 - Pay a \$150 rental fee (check payable to Master Apts., Inc.) which includes use of co-op tables, chairs, and other items as needed (vases, ice bucket.) Staff will deliver items to the RSD Lobby. Set up, break down and cleaning of tables, chairs and other rented equipment is the responsibility of the Shareholder, not the staff.
 - Submit a refundable deposit of \$500 (check payable to Master Apts., Inc.) This check will be returned once a building employee inspects the space to insure that no damage was caused by the event.
 - Provide a copy of their homeowner's insurance policy and a rider to the homeowners' policy covering the event or copy of an event insurance policy purchased to cover the event with a minimum liability coverage of \$300K is also required.
 - Must notify Management in writing of any substantial changes to the event as described above.
 - If the reservation request is approved, a signed copy of the agreement will be returned to the applicant.

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Rules/Guidelines for all events:

- The Shareholder Host must be present at all times to ensure moderate volume of electronic devices and guests.
- At least one responsible adult Shareholder for must be present at all times if children under the age of 12 are present and there must be one adult present for each group of 5 children under 10 years of age.
- Attendance may not exceed 30 people and hosts may not charge an admission fee to an event.
- The event must conclude by 10PM on weekdays, by 11PM on weekends.
- The host is required to clean up and leave the lobby in condition as found prior to event. If building staff need to clean the space there will be a minimum charge of \$50 applied deducted from the security deposit.

**RENTAL AGREEMENT and INDEMNIFICATION of
Master Apts. Inc., Orsid Realty Corp. by the Undersigned Indemnitor**

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

- Assure that the event complies with the rules/guidelines specified above.
- Maintain order at all times during the event and see that participants abide by the rules/guidelines.
- Leave the lobby in clean condition as it was prior to the event.

I understand that the cost of any cleanup services required due to failure of renter to clean up will be deducted from my security deposit; minimum: \$50. I understand that the penalty for violating this agreement may be loss of this privilege in the future and the imposition of a fine.

To the fullest extent permitted by law, the Indemnitor agrees to indemnify, defend and hold harmless the Indemnitees from any and all claims, suits, damages, liabilities, professional fees, including attorneys' fees, costs, court costs, expenses and disbursements related to death, personal injuries or property damage, including loss of use thereof) arising out of or in connection with the use of the Master Apts. Inc. Riverside Lobby by the Indemnitor, or its agents, employees, or contractors (ex.: caterers.) This agreement to indemnify specifically contemplates full indemnity in the event of liability imposed against the Indemnitee and/or Managing Agent and/or Board of Directors without negligence and solely by reason of statute, operation of law or otherwise, and partial indemnity in the event of any actual negligence on the part of Indemnitee any liability imposed over and above that percentage attributable to actual fault, whether by statute, by operation of law or otherwise.

Indemnitees:

Master Apts. Inc.
Master Apts. Inc. Board of Directors
Orsid Realty Corp.

Renter/Indemnitor:

Signed: _____

Signed: _____

Print Name: _____

Print Name: _____

Dated: _____

Dated: _____