

Lafayette Solarium Reservation Form

Max. Capacity: 49 persons Hours: 6am to 10pm daily (post event clean-up allowed until 11pm)
New Year's Eve Hours: 6am to midnight (post event clean up allowed until 1am)

Date of Event _____ Type of Event _____

Owner/Tenant _____ Unit# _____

Evening Phone _____ Work Phone _____

Time of Event: From: _____ To: _____ Number of Guests _____

Deposit Paid: Yes ___ No ___ Date Paid: ___ Check No. _____

Rules of Use

- Reservation:** Reservations must be made at least one (1) week in advance. Event time including set-up and cleaning must be completed and the premises vacated by 11pm daily (or midnight New Year's Eve). Use freight elevator to bring all large items up to Solarium.
- Owners must be present and/or approve the event on behalf of tenant:** Owners reserving the solarium must be present during the entire duration of the event. Tenants reserving the solarium can only do so if the owner of the unit also signs the Solarium Reservation Form stating they acknowledge and approve the event.
- Resident notice:** The safety and comfort of the residents must be respected at all times. To inform residents of private use, a notice will be posted in the display case across from mailboxes, at least 48 hours in advance of event.
- Smoking:** NO SMOKING is allowed in any common area of the building including the Solarium and Solarium Bathrooms. NO OPEN DRINKS are allowed in the Lobby or Elevators.
- Decorations:** Decorations may not be attached to moldings, fixtures or walls with tape, staples, or any material that can mar the paint or fixtures. No stacking or leaning "anything" against the walls. Confetti and/or candles are not to be used.
- Furniture:** Furniture must be lifted when moved and not dragged across the floors and must be returned to original position at the end of event.
- Music:** Amplified music, played at a level disturbing to residents and/or neighbors, is not allowed. All party noise must cease and the area must be vacated of all guests, musicians and caterers by 10:00pm and cleaned by 11:00pm (New Year's Eve until midnight and cleaned by 1am New Year's Day).
- Financial Liability:** Renter is liable for the cost of any clean up, repair or damage resulting from the event discovered at post event inspection. Deposit will be returned ONLY after satisfactory post event inspection. If it is necessary to shut the party down due to noise disturbances or inappropriate behavior, the deposit will not be returned and solarium privileges by the homeowner and/or tenant will be suspended for one year.
- Post Event Condition:** The premises must be put back in the same condition as at the time of possession no later than 11pm the day of the event (or 1am New Year's Day), with all trash removed and placed in outside trash containers in the Garden. Make sure all lights are turned off and windows are shut and locked. Restrooms are to be locked after each event.

I understand and agree to abide by the above rules while using the solarium space.

Owner Sign _____ Print _____ Date _____

Tenant Sign _____ Print _____ Date _____

**ALL HOSTS, GUESTS, MUSICIANS, CATERERS AND ANY OTHERS USING THE SPACE ARE
SUBJECT TO ALL LAFAYETTE RULES AND REGULATIONS.**