

3600 LAKE SHORE DRIVE CONDOMINIUM ASSOCIATION
WALL HALL RESERVATION FORM

Name	Unit Number		
Event Date	Event Time		
Nature of Event			
Home Phone	Work Phone		
Number of Guests	(NOTE: Please attach an alphabetized list of guests)		
Rental Fee:	Security Fee:		
<input type="checkbox"/> Owner	<input type="checkbox"/> Renter	<input type="checkbox"/> Board Member	<input type="checkbox"/> Commission, Board Liaison

Posting of Notice needed? ___ Yes ___ No Date requested Notice to be posted _____

INFORMATION FOR MAINTENANCE:

Needed? Chairs # _____ Tables # _____ Microphones _____

Other Special requests? _____

PENALTIES FOR VIOLATIONS

Any of the following violations:

1. Non-compliance with any of the rules for Wall Hall Rental;
2. Damage to the area, appliances, equipment, furniture, or actual rooms;
3. Failure to leave area clean as it was rented to you;
4. Damage to common areas by your guests, and/or
5. Any other infraction of building rules

Will result in:

1. Forfeiture of all or part of the \$225 security deposit, and/or
2. Payment of additional costs; and/or
3. Forfeiture of privilege of using the area; and/or
4. Additional penalties as may be determined by the Board of Directors

VIOLATIONS DISCOVERED WHILE THE EVENT IS IN PROGRESS WILL RESULT IN THE PARTY BEING CLOSED DOWN AND GUESTS REQUIRED TO LEAVE.

cc: MAINTENANCE DEPARTMENT

3600 North Lake Shore Drive ~ Chicago, Illinois ~ 773-528-3600