

WAL Party Room Rental Request Form

I. Party Room Requested (please check box below). *Person limits are subject to change – please check with management before submitting request.*

Bldg ONE (70-person limit)

Bldg THREE (70-person limit)

Bldg TWO (50-person limit)

Bldg FOUR (75-person limit)

II. Costs

a. Rental Fee: \$125.00

b. Refundable Deposit: \$150.00

c. All monies are due at the time your request is turned into the Activities Office.

III. Resident Information

Name _____ Bldg/Unit _____

Phone # (H) _____ Telephone (C) _____

IV. Party Reservation Details

Day and Date of Party: _____

Start Time: _____ End Time: _____

V. Guests

a. Number of guests attending: _____

VI. Guests List

a. Your guest list must be turned into the Activities Office and the Front Gate Staff by the time you check in to the rental.

VII. Furnishing Provided. *The number of furnishings provided is subject to change – please check with management before submitting request.*

a. 32 chairs

b. 4 – 6' Tables

VIII. Additional Furnishing (if permitted)

a. # of Tables _____ @ \$5.00 = _____

b. First 16 chairs _____ @ \$5.00 = _____

c. Chairs in sets of 8 (after first 16) _____ @ \$2.50 = _____

d. Total Cost _____ = _____

Party Room Rule Highlights

1. I cannot reserve the Party Room for anyone that is not an occupant in my unit.
2. I am reserving the Party Room for private entertaining only.
3. I will be present at all times while the function takes place.
4. I will provide a guest list **no later than check-in** for my rental to the Activities Office/Front Gate.
5. I understand that parties must end by 2am of the following morning. I understand that I will be responsible for removing all trash, cleaning the party room and notifying Patrol Services to check out of the room prior to the time required.
6. My guests will be restricted to the Party Room only.
7. I understand any damage/losses incurred are at my expense.
8. I understand that I will need to pick up my deposit from the Activities Office.
9. I understand that a Party Room walk through will take place prior to the issuance of the Party Room keys and at the end of the party.
10. I have received a copy of I-C-35 “Party Room Rules and Regulations” and agree to abide by them.

Resident Signature _____

Date _____

Bldg/Unit _____

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