

PALAZZO GREAT ROOM RESERVATION
ARTICLES OF AGREEMENT

The Palazzo Condominium Home Owners' Association hereby grants to:

Name: _____
Date: _____. Times: from _____ to _____

the use of its Great Room under the following terms and conditions:

The Concierge will inspect the Great Room prior to use and notate its current condition on the attached "Pre/Post-use Inspection Check List" (Page 3 of this form).

The undersigned must understand and comply with the following user restrictions:

1. Any and all use of the Great Room will be under the direct supervision and responsibility of the resident who reserves (rents) it.
2. Adhesive Tape will not be used to put decorations on the trim, walls, ceilings, windows and/or doors...it peels the paint and/or leaves a sticky residue when removed.
3. No;
 - a. Loud, amplified music.
 - b. Smoking in the Great Room.
 - c. Alcoholic beverages. (Permitted only with an approved Washington State Banquet License.)
 - d. Loud or unruly guests
4. Occupancy within the Great Room shall not exceed the approved posted limits.
5. Guests are to only park in visitor spaces. (Vehicles will be towed without warning if parked in reserved or assigned spaces.)

After use the undersigned agrees to:

- a. Clean all items used such as tabletops (eating, end, and coffee), stove, sinks, ovens, etc.
- b. Wipe clean all flat surfaces with a damp cloth or sponge.
- c. Return all furniture to original position.
- d. Check between cushions for dropped foodstuff or lost items.
- e. Vacuum carpeted areas when necessary.
- f. Mop kitchen, hall and restrooms when necessary.
- g. Remove food and dishes and clean out refrigerator/freezer and clean as required.
- h. Remove and dispose of all trash.
- i. Replace used trashcan liners with new ones.
- j. Insure all non-resident guests have left the building.
- k. Be sure all doors are locked when leaving.

The Concierge will verify that the Great Room was restored to its original condition and check off items on the "Pre/Post-use Inspection Check List" (Page 3 of this form).

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The undersigned:

1. Shall be financially responsible for any and all damage or exceptional cleaning costs occurring to the Great Room during its use, and agrees to pay for said damage(s) within (10) days of billing, and any collection and / or legal costs incurred by Palazzo Condominium Home Owners' Association in the collection of said debt.
2. Understands that the charge for follow-up cleaning of the Great Room and adjoining Palazzo grounds is \$25.00 per hour.
3. Agrees to assume all liability for personal injury or loss and will defend and hold blameless (from all claims arising therefrom) the Palazzo Condominium Home Owners' Association or its members.
4. Understand that any abuse of the Great Room may result in revocation of the privilege of its future use.
5. Will pay a \$_____ 'Damage Deposit' prior to renting the Great Room. (This deposit is refundable, following satisfactory inspection of the Great Room.)
6. Will pay an, additional, \$75.00 'Users Fee' if the Great Room is used for a commercial purpose other than those approved by the Palazzo HOA Board of Directors. (This must be paid by separate check and is non refundable.)
7. Agrees that for business purposes only, time limitations for each Resident is:
 - a. Three hours for each event including set up and cleanup.
 - b. No more than two rentals occurrences per month.

NAME (PLEASE PRINT) _____

PHONE _____ - _____ - _____

ADDRESS _____ **City** _____ **State** _____

PURPOSE OF USE _____

SIGNATURE _____ **DATE** _____

Attached:



'Damage Deposit' check.



'Commercial User Fee' check (Separate check).



Copy of the Washington State Banquet License.

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Pre/Post-Use Inspection Check List

To Be Used by Concierge

Note each item with an **A** (acceptable) or **U** (unacceptable):

Before	After	
_____	_____	1. Tables and chairs cleaned (clean with damp cloth or sponge)
_____	_____	2. Counters wiped clean (see above)
_____	_____	3. Sinks clean (kitchen, restrooms)
_____	_____	4. Oven and stovetop clean
_____	_____	5. Refrigerator/ freezer – all spillage cleaned; containers, food and beverages removed.
_____	_____	6. Furniture – brush off crumbs and debris (check between cushions); clean any spills; return to original position
_____	_____	7. Vacuum carpeted areas: pay special attention round edges of furniture and walls
_____	_____	8. Mop floor of kitchen, hallway, and restrooms
_____	_____	9. Clean up decorations (walls, other locations)
_____	_____	10. Garbage – remove and dispose of all trash (restrooms also) to outside dumpster: replace trashcan liners
_____	_____	11. Turn light off (except security light)
_____	_____	12. Check around Great Room exterior and pick up garbage and debris