

3750 Reservation Request Form

To rent one or all of the common areas (Hospitality Room, Garden Court or Swimming Pool) of the building for a private social event, fill out this form and submit it to the Receiving Room, along with a check for the rental fee, which covers the use of the tables and chairs, and a separate check for the required deposit. The resident hosting an event must be present during the entire event and must ensure that all guests remain in the reserved area(s) throughout the event. Events in the Garden court or pool area must be booked at least 3 days prior to the event to allow adequate posting of notices to shareholders.

Name of Resident Host: _____ Apartment No.: _____

Date of Event: _____ Day of the week: _____

Number of Guests: _____ Type of event: _____

Please check the area you wish to reserve below

	Area	Amount	Deposit
	Hospitality Room only, for 3 hours An additional \$75 if > 25 persons. Maximum 50 persons	\$100	\$100
	Hospitality Room only, for 6 hours An additional \$150 if > 25 persons. Maximum 50 persons	\$150	\$200
	Hospitality Room and Garden Court for 3 hours	\$300	\$500
	Hospitality Room and Garden Court for 6 hours	\$400	\$500
	Pool only for 3 hours Limit 20 guests (Fitness Room remains open)	\$50	\$100
	Hospitality Room, Garden Court and Pool for 3 hours. (Fitness Room open or closed at discretion of renter)	\$400	\$500
	Hospitality Room, Garden Court and Pool for 6 hours. (Fitness Room open or closed at discretion of renter)	\$500	\$500

Fees and Conditions:

The reservation is not confirmed until 2 separate checks (deposit & rental fee) and the signed reservation form (each page initialed) are delivered to the receiving room. Fees shall not be added to the monthly assessment. The fee for rental of a hospitality area includes (1) use and set-up of building tables and chairs according to the instructions included with the reservation form, (2) use of the kitchen adjacent to the hospitality room, and (3) use of the restroom in the hall leading to the laundry room.

The deposit that must accompany every reservation will be returned if: (1) there is no damage to building property or public areas, (2) no 3750 rules have been violated, and (3) rental equipment has been moved to the hospitality room until picked up (maximum 24 hours). If the Hospitality Room is being rented for the following day, rental equipment must be taken to the Receiving Room. The host is responsible to ensure that all debris is removed from the area immediately after the party has ended. Failure to do so will result in loss of the deposit.

The following restrictions apply:

1. The above-mentioned areas are not to be rented by non-residents, and are not to be used for business or political purposes, religious services, fund-raising or for any event for which admission or other fees are collected.
2. Events to be held at 3750 cannot be advertised or posted outside of the building.
3. The Lake Shore Drive and Grace Street lobbies and the exercise areas are not available for rental or party use.
4. Events for which the hospitality room only has been rented must be contained within the hospitality room, and guests and their property are not to “spill out” into the garden court or any other area of the building.
5. Parties greater than 25 persons will have a professional attendant hired by the building. Attendant will be hired to start 30 minutes prior to the party and remain 30 minutes after the scheduled end of the party. The Shareholder will be responsible for any additional costs. *The purpose of the Attendant is to ensure guests remain inside the area rented and guests do not congregate in the Lobbies or Hallways.*
6. Back Door/Catering supplies: A responsible adult must remain at the back door while supplies are brought into the building. Catering supplies may be temporary staged between the two locked back doors but they must be promptly moved to the Hospitality Suite. The back door may not be latched open without a resident or attendant present while supplies are brought into the building. *The attendant may also assist in supervising the back door when catering supplies are being delivered before the party or removed at the end of the party.*
7. Only one event-requiring set-up, or one pool event may be held on any given day.
8. The maximum rental time for any area is six hours.
9. Only one party extending into the garden court and/or swimming pool may take place per weekend.
10. Parties may not be booked on two consecutive weekdays or on any main holiday: Christmas, Thanksgiving, Easter, 4th of July or Labor Day.

Guest List:

An alphabetized initial list of invited guests is to be given to management no later than one week prior to the event. The final updated list is to be provided to management 48 hours before a weekday event and no later than Friday noon for a weekend event. Management will give a copy of the guest list to the doormen. Doormen shall deny entry to anyone not on the list; however, the host can notify the doormen of last-minute

changes and should give his cell phone number to the doormen in case any question arises concerning the entry of someone not on the list.

Hours:

All events must end by **11:00pm**. Recorded or live music must end by **10:30 pm**. Catering staff clean up must be complete by **11:30pm**.

Notices:

1. Management shall post a monthly calendar of scheduled events in the mail room.
2. At least 3 days before the event, management shall post a reminder of the upcoming event by the passenger elevators and in the freight elevators.
3. The day of the event, building staff will place notices at the entrances to the garden court informing residents that a party is taking place from -- to -- o'clock, and a pathway will be set up so that residents can enter the building unobtrusively via the G/H tier. The pathway is not to be used for access to the laundry room.

Pool Parties:

More than six invited guests constitute a pool party, for which advanced reservations are required. Pool parties are limited to 20 attendees and the resident-host.

The following rules apply:

1. Residents are responsible for seeing that their guests observe all building rules.
2. A competent swimmer must be present at poolside at all times when guests are in the water.
3. Water safety is the responsibility of the resident-host, who must be present at all times.
4. No food or beverages may be served or consumed at the pool level.
5. Guests may not use the exercise equipment.
6. If the resident-host is found not to be present, his/her guests will be asked to leave the pool and surrounding facilities.

AGREEMENT

I agree to abide by the Rules and Regulations set forth herein, and assume all responsibility for personal injury and property damage or loss suffered by me, my family and my guests in connection with the use of any 3750 North Lake Shore Drive facilities. I hereby cave and hold harmless and indemnify the 3750 North Lake Shore Drive Board of Directors, Management, Employees and Agents for any loss, claims, or liabilities of any kind or nature whatsoever arising from personal injury or property damage incurred, or loss suffered by me, my family, or my guests in connection with the use of any of 3750 North Lake Shore Drive facilities.

Resident/Shareholder Date

Property Manager Date