

## **Gazebo Room Policy**

All Pleasant Street Owners are welcome to reserve the Gazebo Room by emailing [serviceteam@aptfin.com](mailto:serviceteam@aptfin.com) at the Management Office. The room is reserved on a first-come, first-served basis, up to six calendar months in advance. The number of guests in the Gazebo Room is not to exceed 50 people in total.

Owners must sign and acknowledge that they have read and understand the Gazebo Room Policy within 48 hours of reserving the room. You may drop off the form to the management office located in building 165. Management will coordinate delivery of the Gazebo Room key once you have submitted the agreement form and security deposit to Management.

A Security Deposit check of \$100.00, made out to Pleasant Street Condominiums, is required for each reservation in order to utilize the Gazebo room. This deposit must be submitted to the Management office 1 week prior to your event. Your security deposit will be returned after the Management Office has inspected the rooms and approved the condition in which they were left. Your deposit will only be used if the Gazebo room/Kitchen/Bathrooms are not left in the same condition in which they were given to you, or if the Gazebo Room Policy has been violated in any way. Additionally, egregious or repeated violations of Gazebo Room policy are subject to review by the Board and may result in loss of Gazebo Room privileges, increased reservation fees or other consequences. All Condominium fees due to the Association must be up to date with zero balance recorded, in order to reserve the room.

**Reservation Time-** If a resident requests an additional day/night for set-up it will only be allowed provided there are no other requests up to 48 hours prior to that time. All functions must end by 9:30pm and clean-up must be finished by 10:00pm. All guests must depart the Gazebo Room & Kitchen no later than 10:00pm. Staff will review the Gazebo room and is empowered to ask Owners to comply with regulations.

**Trash & Recycling-** Should be removed from the Gazebo Common Room and disposed of in the First Floor Refuse Room located next to the Mail Boxes in the Main Lobby. Any trash that will not fit down the chute is the responsibility of the Gazebo Room renter for proper disposal.

**Cleaning Supplies-** Are located in the Kitchen including a broom, mop and vacuum to assist you in cleaning up after your function. Please use these supplies in order to put the room back in the condition in which you received it. If your function took place at night or on the weekend, we kindly ask you to make sure glass and furniture are in the same condition as you received it for the next renter's function.

**Noise-** Due to the close proximity of other units that surround the Gazebo Room and Kitchen areas, noise shall be kept to a reasonable level. No DJ's, Bands,

microphones or any other amplified noise is permitted in the Gazebo Room. If you are unsure if your equipment is allowed, please check with the Management office for approval prior to your event.

Activities must remain in the Gazebo Room – All activity and all guests must remain in the Gazebo Room, including food set up, coats, equipment, etc., with use of the restrooms and kitchen as necessary.

Activities are not allowed to take place in the adjacent entry hall, entry foyer, or any of the common areas on the first floor. Owners are responsible for the behavior of their guests and are responsible to ensure that children are supervised during the function. Children are not permitted to be alone in the Gazebo Room and are not permitted to run or play in the corridors.

Owner Responsibility- the Gazebo Room is a self-managed room and residents are required to leave the room in the same condition as it was reserved in. All Owners must pay a \$100 deposit in order to secure the rental of the Gazebo Room. This deposit will be held if there in case of any damage to the Gazebo Room, or for any other violation to this agreement. Any damage beyond the \$100 deposit will be the responsibility of the Owner, and if not paid for in full, such expenses will be billed accordingly with the condominium fees. Additional fines may also be applicable, and / or a lien may be placed against the Owner's unit. Neither Management nor the Board of Managers shall be responsible for any theft or damage to property based on the reservation.

Bathroom locks at keyed to the front door key. The gazebo key opens the gazebo and kitchen.

#### Gazebo Room Acknowledgement Form

Date /     /

Building & Unit No. \_\_\_\_\_

Name \_\_\_\_\_

Telephone \_\_\_\_\_

Email \_\_\_\_\_

Function \_\_\_\_\_

Type of function

\_\_\_\_\_

\_\_\_\_\_

Date of Function \_\_\_\_\_

Set-up time Clean-up time \_\_\_\_\_

No of guests \_\_\_\_\_

Please make \$100 deposit check payable to: Pleasant Street Condominiums  
And submit to Management office with this form completed one (1) week prior  
rental date.

By signing below, you acknowledge that you have read, understand and are  
willing to comply with the Gazebo Room Policy as stated. Management reserves  
the right to amend these regulations in special cases as approved by the Board  
of Managers.

Signature: \_\_\_\_\_