

HarborPlace Tower Homeowners Association

525 E. Seaside Way, Long Beach, CA 90802

Office (562) 436-6644 Fax (562) 983-1664

Promenade Lobby Reservation

Reservation Cost

Promenade Lobby: \$150.00

Security/Cleaning Deposit: \$250.00

Reservation Information

Name: _____ Unit: _____

Address: _____

City: _____ Zip: _____

Phone: _____ Mobile: _____

Reservation for:

Promenade Lobby; \$150.00 _____

Purpose of meeting or event:

Reservation: Date _____ Day _____
Time _____ to _____ No. of Guests _____ (EST.)

Please sign below that you have read the Rules and Regulations (attached) for the Harborplace Tower and you have furnished a copy of your homeowners insurance with this completed form.

Owner/Resident

Date

OFFICE USE

Area Reservation Paid: _____ Security and Cleaning Deposit Paid: _____

Approved and Received by: _____ Date: _____

Comment: _____

Promenade Rental

Rules and Regulations

1. The Promenade is for Owner/Resident use only and they may be reserved for private parties. You do not have exclusive use of the area; residents have the right to walk through to the pool and gym. The maximum number of guests is fifty (50) persons.
2. Reservations can be made for:
 - Sunday - Thursday from 8:00 am to 10:00 pm
 - Friday and Saturday from 8:00 am to 12:00 am.
3. The Promenade may not be reserved for a private function on any major holiday, or for any day on which the city holds an event which impacts HarborPlace Tower, or the weekend of the Long Beach Grand Prix.
4. To reserve the Promenade contact the Management Office by calling (562) 436-6644. In addition to the refundable security/cleaning deposit \$250.00, a non-refundable payment is required for Owners and Residents wishing to reserve the common areas for private events. Contact the Association Manager's office for further information.
5. The reservation must be made at least one (1) week in advance of the occasion and a refundable security deposit and the room rental fee must be received in the Management Office at the time the reservation is made. The security deposit does not limit the liability of the host. Owners/Residents agree to leave the room in its original condition or the refundable security deposit will be forfeited.
6. **A certificate of insurance must be on file in the Management Office for Owners/Residents before approval to reserve the Promenade will be given.**
7. Guests may not enter any area of the building beyond those approved for the event. It is prohibited to pop open any security door during the event.
8. Hosts of the event will provide the Management Office with a list of invited guests and anticipated arrival time prior to the date reserved. Security personnel will have access to the guest list in order to maintain security for all guests. Those persons whose names do not appear on the guest list will be denied entry.
9. It is the host's responsibility to clean up after the party. A checklist will be provided to the host to insure that the room is returned to its normal condition. The Manager will assess the condition of the room and any damages by the next working day after the event. Any service that the Association has to provide will be deducted from the security deposit with a minimum charge of \$25.00.
10. Decorations for events are subject to the approval of the Management Office and plans must be submitted at the time the reservation is made. Nothing may be permanently attached to any structure or furniture nor may nails, tacks, or staples be used.
11. Music is allowed as long as you do not disturb other owners and residents.

Initials

CHECKLIST

The following items are the things that you should do, after your event, to assure that a portion of your security and cleaning deposit will not be withheld by the Harborplace Homeowners Association:

Vacuum hard floors and carpeting: _____

Wipe tables: _____

Put furniture in original place: _____

Clean any spills: _____

Report any damage: _____

Report any missing items: _____

Remove all refuse: _____

Other: _____

Signature: _____ Date: _____

Owner or Resident

Signature: _____ Date: _____

Association Manager