

THE ADAMS CONDOMINIUM

Function Room Reservation Procedure

- I Log in to The Adams Condominium website to request a date to rent the function room.
- II Once you receive confirmation that the date is available, complete and sign the attached reservation form and submit it along with two checks payable to **The Adams Condominium Trust**. The first check is to be in the amount of \$75.00 for the rental fee and the second check in the amount of \$100.00 for the security deposit.
- III Mail the completed form and checks to:

The Adams Condominium
c/o Global Property Services
55 Winthrop Street #1
Rehoboth, MA 02769
- IV A meeting prior to the date of the function will take place with a board member to review the function room facility.
- V Following the date of the function, the room will be inspected for proper order, cleanliness and any damages. If orderly, clean and damage free, the \$100.00 deposit will be returned.
- VI Please contact Global Property Services if there are any questions.

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Function Room Rental Agreement

Rental Reservation

Complete the following information to reserve the Function Room.

Unit Owner Name: _____ Unit Number: _____
Unit Owner Phone: _____ Date of Function: _____
Type of Function: _____ Time of Function: _____
Number of Guests: _____

Rental Agreement

1. I agree to be present at and throughout the function.
2. I agree to ensure that no tape or tacks are affixed to any walls.
3. I agree that no alcoholic beverages will be sold, kept for sale or otherwise dealt with on a commercial basis in the function room at any time. I also agree that no alcoholic beverage will be served to or consumed by persons under 21 years of age in the function room or on Association property.
4. I agree to ensure that all trash is removed and taken to the dumpster.
5. I agree to ensure that the function room is cleaned. If not, I agree to reimburse The Adams Condominium Trust for the cleaning costs by a professional cleaning company above and beyond the \$100.00 deposit. I also agree to reimburse The Adams Condominium Trust for all costs associated with any and all damages to the function room.
6. I agree to assume full, total responsibility and liability for the actions of my guests in the conduct of this function. I agree to relieve The Adams Condominium Trust from any liability associated with the conduct of this function.

Unit Owner Signature

Date