

1666 COFFMAN CONDOMINIUM ASSOCIATION BOARD REGULATION NO. 11

SUBJECT: USE OF DINING ROOM FOR CATERED EVENTS DATE: May 23, 2017

1. Homeowners may hold catered events in the Dining Room; however, such entertaining must be done at times other than during residents' regularly scheduled meal hours or condominium-sponsored gatherings. Reservations for catering services must be made through and approved by both the Dining Services Committee and the in-house food service provider. The in-house food service provider will be the sole provider of such services in the Dining Room.
2. A damage deposit of \$50 will be paid to the Condominium Association through the Coffman Office at the time the Dining Room is reserved. The room will not be considered reserved until the deposit is paid.
 - a. The homeowner who reserves the Dining Room is responsible for any damages to the property and/or furnishings. If any repairs or replacements are necessary, as determined by the chef—manager, the chef—manager will report to the Dining Service Committee chair, who will then be responsible for further action.
 - b. If the costs exceed the deposit, the homeowner will be billed for the balance of these costs. In the event it is determined that no damages have occurred, the deposit will be returned.
3. A fee will be charged for each use of the Dining Room in accordance with the following schedule: pay a \$50 damage deposit, and a user fee including a set up if needed based on the size of the group:
 - \$10 for up to 20 people - guests & residents
 - \$30 for 21 to 30 people - guests & residents
 - \$50 for 31 to 50 people - guests & residents

The fee is payable at the time the reservation is made and will be returned if the reservation is canceled.

4. The resident hosts are responsible for the arrival and departure of their guests. The locked entry door must remain locked and must not be propped open at any time. Guests using the Dining Room should confine themselves within the Dining Room as much as possible. The resident host is responsible for monitoring the sound level.
5. Wine or bottled beer may be served with the meal. Food and beverages must remain within the confines of the Dining Room.
6. Smoking is not permitted at any time in the common areas.

RESERVATION REQUEST FOR USE OF THE 1666 COFFMAN DINING ROOM

A. Reservation Date TO _____ From _____ a.m./p.m.
(day, date) (time)

B. Number of guests _____

C. Purpose _____

D. Name of Organization, if applicable _____

F. Deposit Amount Paid \$ _____ Paid by _____ Check No. _____

User's Fee Paid \$ _____ Paid by _____ Check No. _____

\$10 for up to 20 people - guests & residents

\$30 for 21 to 30 people - guests & residents

\$50 for 31 to 50 people - guests & residents

Unit No. _____ Telephone _____

Resident's Signature _____ Date _____

Chef Signature _____ Date _____

DSC Rep Signature _____ Date _____

Manager's Signature _____ Date _____

Attach check