

Lafayette

Solarium Reservation Form

Maximum Capacity 49 persons

GENERAL INFORMATION

Date Requested _____ Type of Event _____

Owner _____ Unit# _____

Evening Phone _____ Work Phone _____

Time of Event: From: _____ To: _____ Number of Guests _____

Arrangements Made for Caterers: Yes _____ No _____

Deposit Paid: Yes ___ No ___ Date Paid: ___ Check No. _____

Rules of Use

- Reservation:** Reservations must be made at least one (1) week in advance. Event time must not exceed eight (8) hours including set-up and cleaning which must be completed and the premises vacated by 11:00 p.m. Use freight elevator to bring all large items up to Solarium. **The Solarium may be reserved up to 3 times per year. Beyond the 3 time limit, usage will cost \$50/hour.**
- Residence Building:** The safety and comfort of the residents must be respected at all times. To inform residents of private use, a notice will be posted in the display case across from mailboxes, at least 48 hours in advance of event.
- Smoking:** NO SMOKING is allowed in any common area of the building including the Solarium and Solarium Bathrooms. NO OPEN DRINKS are allowed in the Lobby or Elevators.
- Decorations:** Decorations may not be attached to moldings, fixtures or walls with tape, staples, or any material that can mar the paint or fixtures. No stacking or leaning "anything" against the walls and Confetti and/or candles are not to be used.
- Furniture:** Furniture must be lifted when moved and not dragged across the floors and must be returned to original position at the end of event.
- Music:** Amplified music, played at a level disturbing to residents and/or neighbors, is not allowed. All party noise must cease by 11:00 p.m. on Weekends and 10:00 p.m. Mon thru Fri. The area must be vacated of all guests, musicians, caterers and hosts by 12:00 a.m. on Weekends and 11:00 p.m. Mon thru Fri.
- Financial Liability:** Renter is liable for the cost of any clean up, repair or damage resulting from the event discovered at post event inspection. Deposit will be returned ONLY after satisfactory post event inspection.
- Post Event Condition:** The premises must be put back in the same condition as at the time of possession no later than 12 midnight the day of the event, with all trash removed and placed in outside trash containers in the Garden. Make sure all lights are turned off and windows are shut and locked. Restrooms are to be locked after each event.

ALL HOSTS, GUESTS, MUSICIANS, CATERERS AND ANY OTHERS USING THE SPACE ARE SUBJECT TO ALL LAFAYETTE RULES AND REGULATIONS.

140 LINDEN AVE LONG BEACH 562-436-5391