

**BARKER BLOCK HOMEOWNERS ASSOCIATION
EVENT REQUEST APPLICATION**

Homeowner Name: _____

Address in Barker Block: _____ Unit
number: _____

Primary Contact Phone Number: _____ Do

You Currently Live at Barker Block? Yes No

If Not, Offsite Address: _____

Date of Event Requested: _____

Event Start Time: _____ Event End Time: _____ Clean-up Completed by: _____

Reason for Event: _____

Proposed Event Location: Rooftop Pool Area Courtyard Area

Event pool use during Year Round Weekdays (Monday – Friday from 8am to 10pm)

***Note: Maximum of 2 events per day totaling no more than 50 people.**

Number of Guests Invited:

11-25 People _ Use & Cleaning Fee: \$200
Deposit: \$300

26-50 People _ Use & Cleaning Fee: \$300
Deposit: \$1000
Event Insurance Required
Security Officer Required

Event pool use during Summer Season Weekends (Saturday & Sunday between Memorial Day and Labor Day from 5pm to 11pm Only) *Note: Maximum of 1 event per day. Events over 25 people will not be approved.

11-25 People _ Use & Cleaning Fee: \$200
Deposit: \$300

Event pool use during Spring, Fall, Winter Season Weekends (Saturday & Sunday from 8am to 11pm) *Note: Maximum of 1 event per day. Events over 25 people will not be approved.

11-25 People _ Use & Cleaning Fee: \$200

Deposit: \$300

No events can be scheduled on the following Holidays: President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve & Day, New Years Eve & Day.

Will you be serving food? Yes No If yes: Hot Cold Both

Will you be serving any alcohol? Yes No

Will you have guests who are minors? Yes No

If hot food is served, will you be heating the food at the pool area or will food be pre-heated elsewhere and only served at the pool area?

If food is heated at the pool area, what equipment will be used (Please explain)

Will you be bringing any of the following:

Heaters Yes No If Yes, How Many: _____

Drop-off Time: _____

Pick-up Time: _____

Tables Yes No If Yes, How Many: _____

Drop-off Time: _____

Pick-up Time: _____

Chairs Yes No If Yes, How Many: _____

Drop-off Time: _____

Pick-up Time: _____

Other equipment used (Please explain)

Will you be hiring any service providers? (Caterers, Bartenders, etc.) Yes No

If yes, please explain - Including number of staff: _____

—

Have you requested approval for an event in the past? Yes No

If Yes, Date: _____

****IMPORTANT FACILITY RENTAL RULES****

- **NO SMOKING** is allowed in the common area. Violation of this rule may constitute forfeiture of security deposit and immediate cancellation of the function.
- No pets are allowed on the roof-top and at the pool area.
- No glassware, glass containers or glass vases are allowed at the pool area.
- All noise (including music and musical instruments) should be kept at a reasonable level so that it does not disturb neighboring units and others using the facilities.
- The sale of alcoholic beverages is not permitted; nor is the consumption of alcoholic beverages by those under 21 years of age.
- Where required, a copy of the liability insurance policy with coverage in the amount of \$1,000,000, naming the Association as an additional insured must be submitted to Management at least seven (7) days in advance of the event.
- All functions **must** be over, with facilities cleaned, and trash removed by 11:00 P.M. Security officer will be present to enforce closure times.
- The security deposit will be returned and all applicable use fees refunded to residents only after a representative of the Property Management Company has reviewed the completed facility inspection sheet to assure there has been no property damage to the facilities. Homeowner has the right to be present at all inspections. Failure of Property Management Company to complete inspection by 10AM the day after the event will result in deposit and applicable use fees automatically reverting to the homeowner. Homeowners are liable for all property damage resulting from the event. If amount of damage exceeds the amount of deposit collected, homeowner will be held liable to reimburse the Homeowners Association for the cost of repair or replacement of the damaged facility and equipment.
- If no damage is assessed, the security deposit will be returned and all applicable use fees refunded to the resident no more than five (5) business days following the event.
- Board of Directors has the right to deny any application based on false information on the application, priority use and scheduling of other Barker Block Homeowners and the Board of Directors, or in their general judgment based on the size or nature of the event.
- Event may not exceed set capacity stated on the application. Security deposit may be withheld and the event subject to immediately cancellation if the number of attendees exceeds the number stated on the application.
- All cancellations must be done 48 hours in advance to assure return of the usage fee.
- Carpooling is encouraged as no visitors are allowed to use the Barker Block parking structure and parking is limited to available street parking.

- The reserving resident is responsible for returning the rented facility to its original condition (i.e. trash, food and decorations disposed of, furniture arranged in the original condition prior to event, etc.). If said area is not returned to original condition a portion or all of the deposit may be withheld (above and beyond any cleaning fee).
- Functions with minors (persons under the age of 18) require at least one adult chaperone per 10 minors. Failure to meet this requirement will constitute forfeiture of the security deposit and immediate cancellation of the event.
- You must be at least 21 years of age and be the owner of record to reserve the facility. If you are a tenant, proof of your resident status (copy of rental lease) must be provided along with the application and the owner of record must sign the application.
- The reserving resident on the application **must be present at all times**. Failure to meet this requirement will constitute forfeiture of security deposit and immediate cancellation of the function.
- The reserving resident is responsible for keeping his/her guests within the reserved area and visitors are not allowed to enter and use the fitness center.
- Use of space does not constitute closure of area to homeowners.
- **Homeowners must submit request at least 48 hours in advance in order to get Board approval.**

Please Sign and Date the Following Page

I, the undersigned agree to indemnify, defend and hold The Baker Block Homeowners Association and it's officers, agents, and employees harmless and free from any liability of any nature, including but not limited to liability for damage or injury to any persons or property, cost of attorney fees arising out of, or in connection with, the use of The Barker Block facilities regardless of whether the use was actively or passively negligent, either sole or contributory in connection with such liability. I certify that I have received and read the above mentioned rules and Barker Block CC&R's and Rules and Regulations regarding the facility. I, the undersigned, do hereby agree that I will abide by the policies covering the usage of this facility, furniture or equipment caused by the occupancy of our group to the premises.

I have read and understand the Barker Block Pool Use Rules and Requirements.

Homeowner's Signature

Date

Tenant's Signature

Date

Please submit the completed form to General Manager, Monica Heredia

Via Personal Delivery at the Barker Block front desk (510 S. Hewitt Lobby)

Or Via Email to Mheredia@actionlife.com

Or Via Facsimile at 213-406-8006

Or Via Mail to Barker Block Homeowners Association at
530 S. Hewitt Street, Los Angeles, CA 90013
Attn: Management Office