Portland Plaza Terrace Room
Reservation Request Form

Staff person performing inspection initial: Before:_____ After: _____
**Make note of items that need to be taken care of below

The Terrace Room may be reserved by a resident for a private social function, but only for personal use and the resident *must* be present at the function. No commercial usage is allowed. Usage is subject to approval of the Board of Directors.

Resident:_____ Unit Number:_____

Type of function to be held: _____

Number of people expected to attend: _____

Date of function: _____ Hours: _____

Staff person taking reservation: _____

Cleaning and damage deposit ($200). Check number: _____

Usage fee ($35; separate check). Check number: _____

Name of company providing certificate of liability: _____

I have received, read, and agree to follow the rules governing use of the Terrace Room. I have inspected the Terrace Room and I agree that the Terrace Room carpet, furnishings, drapes, walls, kitchen, and art are in proper condition. I accept full responsibility for the behavior of my guests and any damages and cleaning associated with the use of this area. I also understand that this application is subject to approval by the Board of Directors. No written confirmation will be sent by the Building Superintendent or the Board of Directors. I understand that unless I hear otherwise from the Building Superintendent that this reservation is approved.

Signature of resident: _____

Management Approval: _____

Description of charges for cleaning and damaged Items requiring Plaza personnel's attention:

✓ - Item O.K.
X - Item needs attention

		Before	After		Before	After	
Pre-check time: _____ Post-check time: _____	Vacuum Carpets			Clean windows			Security
	Spot carpets			Clean terrace			
	Shampoo carpets			Clean bar			
	Clean tables			Remove items			
	Arrange furniture			Repairs			
	Any damaged furniture			Clean kitchen			
	Other:						

Building Manager	Status of refund check:
	Date: