



Reservation Date: \_\_\_\_\_

Please fax to (206) 443-1672 or email to ellingtonconcierge@comcast.net ♦ 2801 1<sup>st</sup> Ave ♦ Seattle, WA 98121.

# CLUBROOM RESERVATION

The Club Room is available for private resident functions. In addition to the following, please refer to the Ellington Rules and Regulations.

- 1) Reservations for the Club Room must be made in advance of the event and are to be made with the Concierge in person. Only two (2) reservations per Homeowner/Tenant may be on the schedule at any one time.
- 2) Although there is no charge for using the Club Room, a \$300.00 deposit is required to reserve the Club Room. **(S.D. IN FILE, Check # \_\_\_\_\_)** No reservation will be made without receipt of the deposit. This deposit shall be used to cover the cost of cleaning or damage. Cleaning can be arranged at your request for a charge of \$75.00.
- 2) Event hours are from 8:30AM to 12:00 Midnight.
- 3) No smoking is allowed in the Club Room.
- 4) Hosts and their guests are expected to maintain a moderate noise level. At the first two noise complaints from an Ellington resident, a verbal warning will be given. The third notice will result in the immediate termination of the event or party.
- 5) Homeowners and their guests must keep events within the parameters of the Club Room. Guests are not allowed to use the Fitness Center facilities during a party or event.
- 6) The Concierge or Night Security person reserves the right to enforce the Ellington Rules and Regulations.

I, \_\_\_\_\_,  
First & Last Name

have received and read the rules stated above.

Day/Date: \_\_\_\_\_

Time of Reservation: \_\_\_\_\_ Ending time: \_\_\_\_\_

Signature: \_\_\_\_\_ Unit#: \_\_\_\_\_ Date: \_\_\_\_\_

**Ellington Representative:** \_\_\_\_\_ Date: \_\_\_\_\_

# CLUB ROOM CLEANING AND INSPECTION LIST

Resident:

Unit #

Description of function:

	Pre-Event Inspection	Post Event Inspection
<b>Refrigerator (emptied and cleaned)</b> Note any damage:		
<b>Oven, stove top and microwave oven cleaned</b> Note any damage:		
<b>Dishwasher emptied and clean</b> Note any damage:		
<b>Sink cleaned and sanitized</b> Note any Damage:		
<b>Countertops and tabletops cleaned:</b> Note any damage:		
<b>Garbage and Recycle emptied and receptacles clean, Compost emptied and bag replaced:</b>		
<b>Furniture clean and in original location:</b> Note any stains or damage:		
<b>Decorations removed, walls clean.</b> <b>T.V. off, remotes present:</b>		
<b>Carpet and floor cleaned:</b> Note any stains or damage:		

**PATIO:**

**Trash emptied, patio deck and furniture clean:**

**BBQ cleaned, cover replaced and gas locked:**

By signing this agreement, resident accepts full responsibility for the property in the Club Room and it's proper use, and agrees to return it to the pre-event condition. Any cleaning necessary will be charged staff time of \$75.00 per hour, minimum 1 hour charge. Excessive cleaning or damage will result in forfeiture of deposit held for event.

Pre-event Resident Signature:

Start time of event:

Concierge on duty:

Post-event Resident Signature:

Ending time of event:

Concierge on duty:

Notes: