



# THE WILSHIRE

CONDOMINIUM ASSOCIATION

## 4<sup>th</sup> Floor Lounge Rules and Regulations

The 4<sup>th</sup> Floor Lounge is a Common Element that has been made available for the benefit, use and enjoyment of residents and their guests. The 4<sup>th</sup> Floor Lounge is available from 9:00AM to 11:00PM to residents of The Wilshire if they wish to use it for their private events. The lounge shall be used for social purposes, or for small group meetings or retreats. It may not be used for commercial or business events, without prior approval from the Board of Directors. However, the Board of Directors reserves the right to host any events including but not limited to Association meetings that are held for the collective benefit of all residents.

A security deposit of \$500.00 is required. The resident hosting the event must sign the 4th Floor Lounge Contract, and the security deposit is paid before the room can be reserved. The deposit shall be paid at least one week prior to the event. Deposits are refundable after inspection of the room following the event. The security deposit will be forfeited in full if there are any infractions of these rules.

Residents are responsible for cleaning the room immediately following their event. Any additional cleaning shall be performed by The Wilshire housekeeping staff and charged to the resident at an hourly rate, with a minimum charge of one hour. The hourly rate is \$40.00 per hour. The cost for this cleaning and for any damages, loss or destruction resulting from an event will be deducted from the security deposit.

The resident hosting the event hereby agrees to reimburse the Association for any additional cleaning charges and all other expenses exceeding the security deposit including but not limited to damages, loss or destruction resulting from said event and the use of the room by the resident, his/her guests or other individuals including musicians, florists, caterers, etc. For your protection, an inspection of the room before and after your event will be made in your presence by a designated Wilshire staff member.

Residents shall not move furnishings from the room to accommodate the event.

All special requests must be received one week in advance. Electronic or electronically amplified equipment and musical instruments may not be brought into the lounge without the written consent of the Managing Agent.

Valet services are charged to the resident at an hourly rate, with a minimum charge of four (4) hours per valet. One valet is required for every eight (8) vehicles. Contact the Management Office for the current hourly rate. Requests for additional valets must be made at least one week

in advance of the party's date. The Valet will record all vehicles that were parked for your event, and you will be billed accordingly.

A guest list shall be furnished to the Management Office at least one week prior to the party. This list should include the first and last names of all guests expected to attend the event.

Smoking is not permitted in the lounge or pool area. Guests and residents attending events who wish to smoke are required to exit more than 25 feet out the front of the building to do so.

No candles may be burned in the lounge. No items may be affixed to the rooms' walls, moldings, artwork, furniture, fabrics, or doors. In particular, no tape, staples, thumbtacks, glue or pins may be used on the walls, moldings, artwork, furniture, fabrics, or doors.

Drinking, eating, smoking or congregating in the lobbies or hallways is not permitted. If, however, events are held collectively by the Association for all the residents, the Board of Directors reserves the right to hold the event or a portion thereof in the lobbies or hallway areas.

The doors to the lounge shall be kept closed during the event. If, however, events are held collectively by the Association for all the residents, the Board of Directors reserves the right to hold the event or a portion thereof in the lobbies or hallway areas, and leave the doors to the lounge open, or remove the doors entirely.

The resident hosting the event must be present at all times throughout the event. Guests, catering, delivery or other persons will not be permitted to enter the building unless the resident host is present to meet such individuals.

Residents will be held accountable for the actions and welfare of their guests during and after their event. The Wilshire, in no way, assumes responsibility for any guest.

Residents hosting events in the lounge agree to be liable for, and to defend, hold harmless, and indemnify The Wilshire Condominium Association, Inc. its directors, officers, managing agent(s), and employees of and from any damage, loss, liability, injury, or claims (including reasonable attorney's fees) arising from or resulting from the acts, omissions, or negligence of any guests, invitees, or attendees.

Failure to obey any of the 4<sup>th</sup> Floor Lounge Rules and Regulations may result in the automatic forfeiture of the resident host's reservation of the lounge and security deposit and in fines, assessments or damage fees as may be determined by the Board of Directors.

The Wilshire Management and their authorized designees reserve the right to and may inspect the lounge at any time during an event.