

**The Savoy On Palm**  
Party, Meeting, & Media Room  
Reservation Form

**To reserve the Party Room please complete this form and submit it to the concierge with a \$250 deposit check. The reservation will not be completed without this form and the deposit.**

Today's Date \_\_\_\_\_ Reserving Owner's Name \_\_\_\_\_

Reservation Date & Time: Date \_\_\_\_\_ Time \_\_\_\_\_

\*Conditionally Refundable Deposit of \$250 Received with Reservation: Check # \_\_\_\_\_

I agree to the party room rules as stated below: Owner's Signature \_\_\_\_\_

**Party, Meeting, & Media Room Rules**

1. It is requested that the concierge be notified in writing at least three days in advance of an event or party to be attended by 15 or more guests (other than owners, tenants, and their house guests). The Community Room is for the use and convenience of unit owners and their guest while the host unit owner is actually in residence and not for extended use or for public use.
2. Reservations for using this room for holiday dinners will be selected by a lottery similar to that used for the guest suite reservations.
3. With the exception of holidays, requests for reservations will be handled on a first-come first-served basis. Holidays include Rosh Hashanah, Yom Kippur, Thanksgiving, Chanukah, Christmas, New Year, Ramadan, Easter, and Passover.
4. If more than one owner wants to use the facility for a holiday, a lottery will be held. The concierge will conduct all lotteries. The concierge will notify the members of the dates for all lottery submissions and the dates for all drawings for the year. Two names shall be drawn for each lottery. The person whose name is drawn first has three days from the drawing date to confirm the reservation and submit the \$250 deposit. If the lottery winner does not cancel the reservation within the three days and does not use the facility, the \$250 deposit will be forfeited. If the first name does not use the reservation, the second name has first refusal for the facility. The three day window will then apply to the second name.
5. Any owner who used the facility as the result of winning the party room lottery will not be able to enter another party room lottery for the coming 12 months. This stipulation will not apply to those who have signed up when no lottery was required.
6. Reservations for lotteries will be required at least ninety days in advance and a holiday lottery will be held at least ninety days in advance.
7. There is absolutely **NO SMOKING** in the facility or on the adjoining balcony. If a guest violates the **NO SMOKING** rule a fine of \$1,000 will be charged to the sponsoring owner.

***Note: The Party Room must be returned in the same clean condition as it was found. Cleaning supplies and a vacuum are available for use. Please complete clean-up by 10:00 AM the following morning.***

\*A deposit of \$250 is required to hold the reservation which will be used to cover any cleaning that is not completed by the owner. If no cleaning is required, the deposit will be returned. Damage to furniture, accessories, art work, or equipment is the financial responsibility of the owner.

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