

MOLINO STREET LOFTS EVENT PROPOSAL FORM

GENERAL INFORMATION

Owner / Applicant Name:

Unit Number:

Contact Phone:

Contact email:

Event Date:

Start / End Time:

Expected # of Attendees:

Purpose of the Event:

EVENT DETAILS

Describe how guest entry into the building will be managed:

Is this event invite-only or open invite?

Event Insurance Policy Company / Amount:

Security Company Name (if applicable):

VENDOR DETAILS #1

Vendor Name:

Primary Contact:

Phone Number:

Set-up Time:

Break-down Time:

Name and phone number of person supervising loading / unloading of event materials (e.g. decorations, catering or stereo equipment):

VENDOR DETAILS #2

Vendor Name:

Primary Contact:

Phone Number:

Set-up Time:

Break-down Time:

Name and phone number of person supervising loading / unloading of event materials (e.g. decorations, catering or stereo equipment):

EVENT ADDENDUM

- θ All guests entering and exiting the building must be respectful of neighbors
- θ All start and end times, as indicated in this proposal, must be adhered to
- θ Alcohol is not to be served to minors
- θ All trash must be removed immediately from all common areas
- θ Any damages to common areas, including broken bottles, will be the full responsibility of event applicant
- θ Community event notifications should be posted at the mail box areas at least 72 hours prior to the event and must be removed immediately afterwards
- θ Event proposals need to be sent to the Molino Street Lofts HOA Board for approval as early as possible but at least two weeks prior to the event date to allow for proper consideration by the Board
- θ Entrance fees or cover charges are not allowed. No selling of food or drink.
- θ Donations (if applicable) must take place inside the unit, not at entrances
- θ Proposed events are only to be conducted in so far as their conditions are approved and allowed by the Board.

I am confirming that all of the information provided in this proposal is correct and that HOA Board approval is needed to move forward with the event. If the proposal is denied, reasons will be provided to the applicant.

I have read the event addendum, as outlined above, and will adhere to these guidelines.

I also understand that approval of this event proposal does not cover all future events.
(A separate proposal must be filed for each new event)

Signature / Date

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