



*Villa Belmont Condominiums
60 Welsh Tract Road #2B
Newark, DE 19713*

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COMMUNITY ROOM RESERVATION & CONTRACT

I am submitting this Reservation form with the full understanding that I am responsible for my own SET UP (including all supplies) AND CLEAN UP. I further understand that the Community Room is considered to be a common area and that the Villa Belmont Condominium Rules and Regulations continue to be in effect during the use of same. I agree that in accordance with the Rules and Regulations I will be held responsible for my actions as well as the actions of my guests. If I/We cause damages I will make restitution by way of labor and/or costs. If the Association should incur costs due to damages I understand that said costs will be applied to my unit's account and the owner of said account will be billed. My responsibility for the room begins upon sign out of the room keys and ends upon the return of the room keys. If damages should be charged I will receive a written notice listing such damages within twenty – four (24) hours of the first business day following my event.

By signing below I agree to the above and am stating that I understand my responsibilities as well.

Unit #	Resident's Printed Name	Resident's Signature	Date
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Please Reserve the Community Room for the following:

Room Rental Date	Room Rental Day	Hours of use To/From	Reservation approved by Staff Member
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The event planned is: _____

I am aware that the room is approved for a maximum of (35) persons and I guarantee that I will not exceed that amount.

I understand that this registration form will only be accepted with my payment of \$75.00. \$25.00 will be charged as a rental fee and paid separately from the \$50.00 deposit which will be held and returned to me, after my event , if the Community Room is left in acceptable condition.