



WTP
WATER TOWER PLACE
 Upscale Condos / Downtown Living

ROOFTOP EVENT RESERVATION FORM FOR OWNERS

Completed form, damage deposit and insurance certificate (if applicable) must be submitted to WTP Property Facilitator at LEAST 14 days prior to proposed event. Please allow 7 days for event approval/denial.

Hosting Owner(s) _____ Phone _____

Unit Number _____ Today's Date _____

GENERAL EVENT INFORMATION:

Event Date _____ Type of Event _____

Event Hours _____ No. of Event Attendees (include caterers, performers, guests, etc.) _____

Will Food be Served? YES NO Will Alcohol be Served? YES NO

Are Caterers being Used? YES NO Will Caterers Need Prior Access? YES NO

If YES, when? _____ Caterer/Server Detail _____

Live Music / Performers? YES NO DJ / Stereo? YES NO

Performer Detail _____

Do you have an Inclement Weather Backup Plan? YES NO Describe Plan _____

Who will be staffing Exterior & Lobby Doors and Directing Traffic? _____

Please checkmark to confirm your Awareness of the following Rooftop & Event Rules:

- All secure doors will remain secure and NOT be propped open.
- All building fire codes and rooftop occupancy limits will be adhered to. I/we are responsible for alerting our guests/attendees to any building emergency plans.

- Guests will use my personal unit's restroom facilities.
- No open flames will be present on rooftop (except for gas grill), including but not limited to smoking.
- I/we are responsible for all event attendees, including damages to building and rooftop by them, as well as their common courtesy to other WTP residents while on building premises.
- Music must end by 10:00 pm and the party must end by 11:00 pm.
- If the Property Facilitator or a current Board member is notified of a valid complaint by a fellow WTP resident or owner, and the issue is not immediately remedied or if I/we are notified of a second valid complaint, the party must promptly end. If the police are called due to a complaint and the complaint is deemed credible by the Property Facilitator or a WTP Board member, the event must promptly end.
- I/we will let my/our guests know they are NOT allowed to tread on the sedum or the rock ballasted areas, nor to pour any liquids other than water on the sedum.
- All items packed in, must be promptly packed out. I/we will immediately cleanup after the event, making sure the premises are in the same or better condition than prior to the event.
- If I/we turned off the sprinkler system, I/we will promptly turn it back on after event ends.
- I/we have reviewed and understand all stipulations regarding use of the rooftop as well as building access requirements as set forth in our WTP Rules & Regulations.

 Hosting Owner Signature

 Hosting Owner Signature

PROPERTY FACILITATOR'S COMMENTS:

Event Date is Available YES NO Host(s) Paperwork in order? YES NO

Security Deposit Received? YES NO Amount \$ _____ Check Number _____

Insurance Certificate Received? YES NO N/A

Comments _____

Submit completed form, security deposit, and insurance certificate (if applicable) to WTP Property Facilitator:
Kristina Link, Magnus LLC, 900 2nd St. SE, Unit 200, Cedar Rapids, IA 52401
Questions, call: 319-521-5272 or email: klink@magnuscr.com