



Flowerview Gardens

Community Room Rental Request

This application is for rental of the Flowerview Gardens Community Room located at 91 Tulip Avenue. The rental fee is \$150.00 for a maximum of five (5) hours.

Shareholder Name & Address: _____

Shareholder Contact # _____

Requested Date and Timeframe _____

Type of Event _____

Community Room Rental Includes

- 25 folding chairs
- 5 6ft folding tables
- Access to bathroom
- Access to refrigerator, sink and microwave in kitchenette

Food and Beverage

- You must provide your own food and beverage or have an outside caterer
- You must provide your own napkins, cups, utensils, tablecloths etc
- You may not charge for food or beverage while hosting an event

Rules

- All rules regarding noise, common areas and the community room must be adhered to by the shareholder and their guests
- You will be held accountable for the actions of your guests
- Events may end no later than 10:00pm
- The room must be cleaned and left in the same condition it was found
- The cost to repair any damages will appear on your maintenance statement

Cancellation

If notice of cancellation is received 2 weeks prior to the event, there will be no charge. If less than 2 weeks notice is received, a cancellation charge of 50% of the room rental fee will be charged. Cancellation notice must be given in writing to the Board of Directors at the address below.

Shareholder Signature _____

Please mail the application and a check for the full rental fee, payable to Flowerview Gardens Owners Inc, to the address below. You will receive a response within 5 business days of receipt.

Board of Directors
PO Box 962
Floral Park, New York 11002