

## The Bristol Room Reservation Requirements

- There is a \$100 security deposit to reserve the room. This deposit is required at the time this form is submitted in order to reserve the date.
- The fee for use of The Bristol Room is \$50 per hour.
- The Bristol Room is only available for reservation between the hours of 5:00pm and midnight during the months of April through September. October through March, the room may be reserved between the hours of 12:00p.m. and midnight.
- A property owner must be present at all times during the reservation period. Only Bristol Condominium owners are authorized to reserve The Bristol Room.
- Smoking is not permitted in The Bristol Room or on the pool deck.
- No pets are allowed in The Bristol Room or on the pool deck.
- It is not possible to restrict other property owners' access to the pool and pool deck through The Bristol Room. Management will encourage residents to access the pool through the parking garage and kitchen, however, we cannot require it.
- The maximum occupancy of The Bristol Room is 75 people. This is per Fire Code and the Charleston City Fire Marshall.
- The security deposit will be refunded after a member of management inspects and approves of the room's condition.
- Use of The Bristol Room should not cause a disturbance to other residents. Please be respectful of other building residents and do not engage in activities that will be
- The thermostat may not be adjusted.
- Individuals under the age of 18 must be accompanied by their parent(s) or legal guardian at all times.

- The patio doors must be properly latched at the end of the function. Failure to do so may result in water damage to the interior of The Bristol Room and will be the responsibility of the individual reserving the room.
- Please be aware that the security guard is not responsible for securing personal belongings of guests.
- By reservation of the room, you accept all responsibility for damages, and resultant expenses, that occur. In addition, you will be responsible for returning the room in the same condition in which it was given to you prior to your function, including cleaning of the room and the kitchen. Any cleaning that must be performed by management will be invoiced directly to the owner and unit who reserved the room.

I accept the above conditions and agree to all terms set forth by management regarding use of The Bristol Room. I agree to hold harmless The Bristol Condominium Property Owner's Association, The Beach Company and its agents for any and all injuries that may occur as a result of negligence and non-adherence to the above policies and guidelines.

\_\_\_\_\_  
 Signature #  
Unit Number

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Property Manager Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
 Date

# The Bristol Room Reservation Request

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Name \_\_\_\_\_

Unit Number \_\_\_\_\_

Requested Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Alternate Date \_\_\_\_/\_\_\_\_/\_\_\_\_

Requested Time \_\_\_\_:\_\_\_\_ p.m. to \_\_\_\_:\_\_\_\_ p.m.

Alternate Time \_\_\_\_:\_\_\_\_ p.m. to \_\_\_\_:\_\_\_\_ p.m.

Number of Guests \_\_\_\_\_

**\* Maximum occupancy of The Bristol Room, per Fire Code, is 75 people \***

Will you require use of the catering kitchen? Yes\_\_\_\_ No\_\_\_\_

Please supply name and contact number of catering company:

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Catering companies will need to supply a certificate of insurance prior to entering the property.

For Internal Use Only:

Date Approved: \_\_\_\_/\_\_\_\_/\_\_\_\_ Time Approved: \_\_\_\_:\_\_\_\_ p.m. COI Received: \_\_\_\_/\_\_\_\_/\_\_\_\_

Deposit Received: \$\_\_\_\_\_ Check #\_\_\_\_\_ Payment Received: \$\_\_\_\_\_ Check#\_\_\_\_\_

Approval Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved for Deposit Return: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Total withheld from Deposit: \$ \_\_\_\_\_

Description of damages/charges: \_\_\_\_\_

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