

Skyline House

3711 SOUTH GEORGE MASON DRIVE
FALLS CHURCH, VIRGINIA 22041
(703)578-4855

PARTY ROOM WORKSHEET

RESIDENT NAME _____

UNIT# _____

(H) _____ **(W)** _____

OWNER/AGENT NAME _____

(H) _____ **(W)** _____

DATE OF PARTY _____

TYPE OF PARTY _____

NUMBER OF GUESTS _____

EAST _____ **WEST** _____

PARTY HOURS _____ **until** _____

GUARD HOURS _____ **until** _____

	AMOUNT	INITIALS
DAMAGE DEPOSIT (\$200)	_____	_____
RENTAL FEE (NON-REFUNDABLE):		
(1-49 GUESTS-\$250.00)	_____	_____
(50-100 GUESTS-\$300.00)	_____	_____
PARKING PASSES (\$10.00 deposit each)		
Quantity: _____	_____	_____

GUARDS: AT THE PREVAILING RATE _____

TABLES _____ **N/C**

CHAIRS _____ **N/C**

GUARD REQUIRED _____ **ORDERED** _____

CONFIRMATION DATE _____ **BY** _____

APPLICATION _____

RULES _____ **GUARD DUTIES** _____

GUEST LIST _____ **RECEIVED** _____

*Deposit and fees are subject to change

Party Room Information

Damage Deposit	\$200.00 (refundable)
Rental Fee (1 -49 guests).....	\$250.00 (non-refundable)
(50 -100 Guests).....	\$300.00 (non-refundable)
Cancellation fee	\$25.00 (if not cancelled within three (3) business days before the party)
Guards.....	At the prevailing rate

The deposit is required in order to book the date.

There is four hours minimum for the guard.

A guard is required for 25 or more guests.

The guard must be scheduled 72 hours in advance or the security company charges time and a half.

60 or more persons require two guards and resident is charged per hour for each guard.

The guard must be in attendance a half hour before and a half hour after the party.

100 persons is the maximum for the party room.

There are four round tables in the party rooms with six chairs per table. Additional tables and chairs are available at no charge.

The guest list and fees must be turned into the Management Office 72 hours before the party (excluding Saturday or Sunday).

Deposit and fees are subject to change.

RULE 23

RULES AND REGULATIONS FOR PRIVATE USE OF THE PARTY ROOM

1. Party rooms are provided solely for the personal use and convenience of owners and tenants. Sponsors of parties and events shall make arrangements with Management and agree to pay for rental of the room at the prevailing rate.
2. Party Rooms are available for use between 10:00 a.m. and 12:00 a.m. from Sunday through Thursday; and between 10:00 a.m. and 1:00 a.m. on Friday and Saturday.
3. A Party Room shall not be used by or reserved for outside organizations or clubs, nor shall it be used for any charitable, political, commercial, or profitmaking purposes. Under no circumstances shall the sponsor or his/her guests charge, solicit, accept or encourage the payment of monies from attendees in order to defray expenses related to the event, or on behalf of any outside group. Nor shall Party Rooms be used for any unlawful purpose.

B. Pre-Party Arrangements

1. At least 72 hours in advance of the event (excluding Saturdays, Sundays and National Holidays), the sponsor shall provide Management with a list, in alphabetical order of surname, of all expected guests. An event may not exceed a total of 100 attendees. Persons who are not on the original list shall not be admitted to the Party Room, unless the sponsor provides a revised list before the event and/or personally confirms the late addition of any guest to the Reception Desk staff or contract guard.
2. For parties with 25 persons or less, no contract guard is required. For parties of 25-60 guests, Management shall hire one contract guard at the prevailing rate. For parties exceeding 60 guests, Management shall hire two contract guards at the prevailing rate. The guard(s) shall be present until all guests have left the premises. Costs for guard service shall be charged to the sponsor.
3. Parties for 25 or less children under the age of 18 must be chaperoned by at least two (2) adults, aged 21 years or older, who shall remain for the duration of the party. For parties with more than 25 children, the sponsor shall ensure that one extra chaperon shall be present for each group of 10 attendees over that number. The names of the adult chaperons shall also be submitted on the list of attendees to Management at least 72 business hours prior to the party.
4. Any parking passes that are issued to authorized guests at the Reception Desk for local commercial parking during an event must be paid by either the guest or the sponsor at the prevailing rate.
5. All event deliveries, pickups or pickups or removals shall be made through the East and West Loading Docks only.

C. Room Maintenance

1. The sponsor and Management shall inventory, inspect and acknowledge in writing the state of the Party Room and its furnishings before and after the event. The sponsor agrees in the written acknowledgement to assume responsibility for all costs associated with damage or loss to the facility, whether incurred by the sponsor or his/her guest(s).

2. No furniture or rugs shall be removed from the Party Rooms without the permission of Management.

3. No decorations, signs or other paraphernalia of a permanent nature shall be affixed to the walls, ceilings, floors or furnishings. Any such items must be removable and not damage the facility or its furnishings. Any costs to repair surfaces or replace items within the facility shall be charged to the sponsor.

D. Sponsor Responsibilities

1. The sponsor shall be present throughout the duration of the party and is responsible for ensuring that guests vacate the party rooms by the specified hour. Only sponsors and their assistants may remain longer for clearing and cleaning.

2. Sponsors may be subject to suspension of privileges and/or charges imposed by the Association for misconduct or disturbances caused by their guests, either in the party rooms or elsewhere on the premises.

3. An event shall be confined to the reserved Party Room and the use of Penthouse Rest Rooms, although attendees who wish to smoke or get fresh air may use the rooftop terrace on a short-term basis.

4. For security reasons, the sponsor shall ensure that all guests who enter the premises are those whose names have been provided to Management as prescribed, and that all guests enter through the main lobby to prevent potential access to the building by unauthorized persons.

E. Alcoholic Beverages & Illegal Substances

1. Consumption of alcoholic beverages at an event shall comply with Virginia Alcoholic Beverage Control Laws. The sponsor is responsible to ensure that alcohol is not consumed by persons under 21 years of age. More information on Alcohol Awareness & Education can be located on the Fairfax County website.

2. Alcoholic beverages are prohibited from being sold at an event, such as a Cash bar

3. The Association shall not be held liable for any potentially dangerous or inappropriate behavior resulting from excessive consumption of alcoholic beverages by sponsors and their guests. Sponsors bear the sole responsibility for any legal actions that may result from making alcoholic beverages available at events.

4. Consumption or use of any banned or illegal substance is strictly prohibited and subject to local law enforcement action. The sponsor shall ensure that this type of circumstance does not occur, or, if discovered, be stopped immediately.

F. Noise

1. All music, dancing and singing shall cease by 11:00 p.m. on Sunday through Thursday, and by 12:00 a.m. on Friday and Saturday. Amplifiers and/or loud speakers shall be placed on tables or similar elevated stands away from the walls to eliminate transmission of sounds and/or vibrations to other parts of the building. Sound absorbing materials shall be placed beneath each amplifier and/or loud speaker. The volume and bass response of such equipment shall be kept low enough so as not to disturb anyone on the floors below.

2. Stamping, jumping, pounding, or any other kind of activity which causes excessive noise on the floor surface is not permitted. All behavior shall comply with restrictions as issued under Fairfax County Code Chapter 108. "Noise." 3. The sponsor shall ensure that noise levels remain at reasonable levels in order to maintain a quiet environment throughout the building. Failure of sponsors and guests to comply with requests or warnings from Management, or its authorized representatives, to reduce noise may result in Management-directed termination of the event, closure of the room, and possible additional sanctions.

G. Clean-Up

1. The sponsor shall ensure all personal property, such as dishes, food, bottles and decorations, is removed immediately after the event. Anything left behind shall be considered as abandoned and disposed of accordingly.

2. The sponsor shall ensure that all trash is collected and placed in the trash chute on the 18th floor which may be used until 11:00 p.m. To avoid noise disturbance after that hour, trash may be left in the receptacles provided for this purpose within the 18th floor trash disposal closet.

3. No spilled liquids or food shall remain overnight on the floors, counters or furniture. Any costs associated with clean-up by housekeeping after the party shall be charged to the sponsor

I, _____, Owner/ Resident of Unit # _____ hereby certify that I have read and understand fully the above rule and that I agree to uphold all sections. I also understand that as the Host I am totally responsible for the actions of all my guests and or all other attendees and that I must be in attendance throughout the party.

Management has the authority to terminate the party without any legal recourse.

Owner/Resident Signature: _____

Witness Signature : _____

Accepted for Skyline House: _____

Date: _____

Procedures for Guest Parking at Skyline 1, 2, & 3 Office Buildings

If a resident is having a party during the weekend, there will be a deposit of \$300.00 for reservation of all 30 passes, or \$10.00 per pass, for their guests to park across at Skyline 1, 2 & 3. This deposit will be refunded only if all the parking permits are returned to the front desk at the end of the party. These arrangements for off-site parking will be required to be done in advance at the time of the party room walk- through/ inspection with the resident service coordinator. The residents will at that time sign for the number of parking permits requested and pay the necessary deposit to the resident service coordinator. The reserved guest parking passes will be available to be picked up at the front desk on the day of the party.

DUTIES TO BE PERFORMED BY SECURITY GUARD

FOR PRIVATE PARTIES

Introduce yourself to the host/hostess in the Party Room.

All food, supplies, musical equipment, caterers, etc. must use the loading docks (S-Level for the East Building and G-Level for the West Building) to the Penthouse Level via the passenger elevators. The service elevator does not go to the Penthouse Level. No equipment or supplies are to be taken through the Lobby.

At no time are there to be more than 100 persons in the Party Room (except for Condo sponsored functions). Guest list should not contain more than 100 names. If you are unable to enforce this rule because of non-compliance by the host/hostess, call the manager on duty for further instructions.

Check names off list as guests arrive.

After a majority of guests have arrived, go to the Penthouse Lobby and remain there to do the following:

- a. Do not allow guests to leave the Party Room carrying alcoholic beverages.
- b. All guests are to remain in the Party Room. They are not permitted to go out on the roof deck or into the Billiard Room.
- c. Be sure the music does not disturb other residents of the building. You may receive calls from the desk advising the music is too loud. Advise the host/hostess that the music must be turned down.
- d. All guests must leave the Party Room by 1:00 a.m. on Friday and Saturday nights and by 12:00 midnight Sunday through Thursday nights. (Only the few people who are cleaning up may remain after curfew.)

Advise the host/hostess of your departure.

A copy of the Party Room rules and regulations are attached. Please familiarize yourself with these rules.

SUPPLEMENTAL
Security Guards
Parties in the Penthouse Party Rooms

Arrival: The guard (s) will direct the guests to park across the street.

During: The guard will remain in the Party Room only if the host requires his/her presence, otherwise he will patrol the Penthouse Level areas, checking the restrooms, Billiard Room and the Party Room every 10 or 15 minutes.

After: The guard will insure that the party does not continue beyond the allotted time (See Rules and Regulations). When the party begins to break up, the REGULAR DUTY GUARD is to be stationed at the Lobby Floor elevator entrance so that he may be enabled to look down the gallery and be visible to the guests as they exit the elevators.

In the event that two parties are going on simultaneously, one REGULAR DUTY GUARD shall be stationed at the West Lobby doors, remaining visible to guest exiting the elevators. Periodically, the guard will move out into the parking lot to maintain order.

When the guests have departed the Party Rooms leaving only the clean up crew, the PARTY ROOM GUARD shall come downstairs and assist the Guard in the parking lot. When the guests have left the parking lot, the Party Room Guard shall return to the Party Room and complete the closing routine.

SKYLINE HOUSE CONDOMINIUM

Guest List for the _____ Party Room

Date _____ Unit # _____ Host Name _____

**PLEASE TURN IN THE GUEST LIST 72 HOURS PRIOR TO PARTY
(EXCLUDING SATURDAY AND SUNDAY)
FAMILY MEMBERS MUST BE LISTED INDIVIDUALLY, INCLUDING CHILDREN.
ONLY 1 NAME PER LINE.**

1.	_____	26.	_____
2.	_____	27.	_____
3.	_____	28.	_____
4.	_____	29.	_____
5.	_____	30.	_____
6.	_____	31.	_____
7.	_____	32.	_____
8.	_____	33.	_____
9.	_____	34.	_____
10.	_____	35.	_____
11.	_____	36.	_____
12.	_____	37.	_____
13.	_____	38.	_____
14.	_____	39.	_____
15.	_____	40.	_____
16.	_____	41.	_____
17.	_____	42.	_____
18.	_____	43.	_____
19.	_____	44.	_____
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