

The Grand Central Park Rental Inspection Form
Grand Room

Must be completed by the Applicant and an Association representative prior to and after the conclusion of the Rental Period.

Applicant Name: _____ Telephone: _____

Association Representative: _____

Pre-Rental Walkthrough: Date: _____ Time: _____

Post-Rental Walkthrough: Date: _____ Time: _____

Item	Pre-Rental Condition			Post-Rental Condition			Comments:
	Excellent	Good	Bad	Excellent	Good	Bad	
Light Fixtures							
Walls							
Doors							
Windows							
Restrooms – Walls, Floors, Stalls							
Tables (if applicable)							
Chairs (if applicable)							
Television Screen							
Surround Sound							
Floors							
Sink							
Ice Maker							
Convection Oven							
Coffee Maker							
Other Equipment:							

Additional Comments: _____

Violations of the provisions of The Lakehouse at Grand Central Park Rental Agreement (the “**Agreement**”), including damage to any of the above listed items, may result in the Applicant being prohibited from renting the Premises for a subsequent rental event for a period of up to 24 months, in the sole discretion of the Association.

Applicant authorizes the Association to apply the security deposit paid pursuant to the Agreement to charges and any other expenses or charges stipulated in the Agreement to be the responsibility of the Applicant, including, but not limited to, costs to clean and repair damage to the Premises, including to the above listed items, and any amounts owed to the Association, as provided below:

Event décor items or trash left after event (not to include personal items like a phone or sunglasses)	Forfeiture of 50% of the Security Deposit
Unapproved Alcohol Use	Forfeiture of 100% of the Security Deposit
Over time	Forfeiture of \$250/hour after the first 5 minutes overtime
Additional Cleaning	Forfeiture of the cost of the additional cleaning or \$350, whichever is greater
Damage	Forfeiture of the cost of the damage
Moving of furniture	Forfeiture of a minimum of 50% of the Security Deposit
Event Cancellation due to Officer discretion	Forfeiture of 100% of the Security Deposit
Other Rules violations	Forfeiture of a minimum of 25% of the Security Deposit

Pre-Rental Signatures: _____
Applicant

Association Representative

Post-Rental Signatures: _____
Applicant

Association Representative

The Grand Central Park Rental Inspection Form
Pavilion

Must be completed by the Applicant and an Association representative prior to and after the conclusion of the Rental Period.

Applicant Name: _____ Telephone: _____

Association Representative: _____

Pre-Rental Walkthrough: Date: _____ Time: _____

Post-Rental Walkthrough: Date: _____ Time: _____

Item	Pre-Rental Condition			Post-Rental Condition			Comments:
	Excellent	Good	Bad	Excellent	Good	Bad	
Fans							
Picnic Tables							
Floors							
Restrooms – Walls, Floors, Stalls							
Surround Sound							
Grass/Landscape							
Other Equipment:							

Additional Comments: _____

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Pre-Rental Signatures: _____

Applicant

Association Representative

Post-Rental Signatures: _____

Applicant

Association Representative