

# PIER 3 CONDOMINIUM ASSOCIATION

## Administrative Resolution

### Resident Private and Community Social Event Policy

WHEREAS, The Pier 3 Board of Directors has the authority to make decisions concerning the governing aspects of the Association, pursuant to Article IX “Powers of the Executive Board” of the Association’s Declaration of Condominium; and

WHEREAS, The Pier 3 Board of Directors recognizes Article VII, Section 7.1 (c ) of the Pier 3 Declaration for the limitation of Common Areas; and

WHEREAS, The Pier 3 Board of Directors has identified that there is a need to more clearly define the extent and limitations of the use of Common Areas for Private Social Events as stated in the Revised Rules and Regulations, specifically Section IIA6;

NOW THEREFORE BE IT RESOLVED, for the efficient and proper administration of the Association, The Pier 3 Board of Directors shall and does hereby adopt the following policy:

#### Definitions:

**A Common Area Private Event** shall be recognized as an event hosted by a Pier 3 Resident for the exclusive attendance of their invited guests to be held at the Common Areas of Pier 3 noted below. Additionally, a private event on a patio or terrace that extends to Common Area or may affect any adjacent units. *Board approval required.*

**A Community Event** shall be recognized as an event that will include the invitation to all Pier 3 Residents for a scheduled occasion. *Board approval required.*

**A Special Reserved Event** shall be recognized as an event that is hosted by a Pier 3 Resident for the use of the Mezzanine or Pool. It is understood that the special Reserved Event host will not prohibit egress through the Mezzanine; nor Pier 3 Resident use of the pool during the course of the event. *Board approval required.*

**A Private Event** that does not require Board Approval is an event that is held in your home, on your terrace, patio or deck. Additionally, events hosting less than 10 guests that are held on the South Pier Dining Area or the North and South Atrium Patios do not require prior approval. However, Management must be notified, at least 72 hours in advance.

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**Regulations for Common Area Private Events and Special Reserved Events:**

- A) A request for the reservation of a Common Area for use for a Private or Special Reserved Event must be submitted at least two weeks in advance of the event.
- B) Reservations will be extended on a “First Come, First Serve” basis.
- C) Only members of the Pier 3 Condominium Association who are in good standing and do not have any outstanding fines may make reservations for Common Area Private or Special Reserved Events.
- D) A completed Pier 3 Social Event Form must be submitted to the Management Office at the time that the request is presented. These forms are available at the Pier 3 Concierge Desk and on the Pier 3 website.
- E) The number of guests for a Private Event or Special Reserved Event that is held in a Common Area must be noted on the Event Registration.
- F) If you plan to use outside vendors for any segment of your gathering (i.e. caterers, tents, chairs, entertainment DJ or other) each vendor MUST supply Certificate of Insurance with the following language:
  - Additional Insured: **Pier 3 Condominium Association and FirstService Residential – MidAtlantic**
  - Certificate Holder: **Pier 3 Condominiums Association  
3 N Columbus Boulevard  
Philadelphia, PA 19106**

Kindly have your vendor fax or mail the COI one week in advance of your event date.

- G) The Dining area of the South Pier and the North and South Atrium Patio areas may be engaged, without reservation for events less than ten guests.
- H) Reservation of the Indoor Pool for a Private Event or Special Reserved Event must be accompanied by “The Release from Liability and Hold Harmless” form as well as proof of insurance.
- I) Pier 3 Staff may not be engaged for the service or employ for any private social event to include after-event clean up. Staff may also assist with moving furnishings prior to the start of an event.

- J) Social Events, reserved or non-reserved, may not continue after 10:00 pm.
- K) Music provided by live entertainment, radio or recorded devices must maintain a reasonable volume level. Amplified Stereo systems are not permitted. All music may not continue after 10:00 pm.
- L) Caterers tending to any social gathering are to use the loading zone of the Community only. **Caterers are not permitted to provide, deliver or use any open flame. No open flame candles are permitted.**
- M) Children are to be supervised at all times. Children under the age of 15 must be accompanied by an adult while in the Pier 3 indoor pool area. Children under the age of 15 are not permitted in the Pier 3 gym at any time.
- N) Pier 3 patio furnishings may be used for private events, but chaise lounge chairs at the Southeast Pier and indoor pool furnishings may not be moved from their location. Additionally, furnishings may not be moved from the South Pier by the event host(s).
- O) The event area is to be cleaned and all trash and recycling items removed from this area to the trash enclosure area at the far end of the South pier by the event host(s).
- P) Repair to the damages to any Common Areas in the vicinity of the event that occur during the course of the event will be the sole responsibility of the host(s) (Unit Owner) hosting the event.
- Q) All Rules and Regulations of the Pier 3 Condominium Association are to be observed during the course of any Private Event.
- R) Any infraction of these regulations may result in a fine of up to \$250.00.

**Regulations for Community Events:**

- A) The Pier 3 Board of Directors or Pier 3 Residents may sponsor a Community Event.
- B) Only members of the Pier 3 Condominium Association who are in good standing and do not have any outstanding fines may make reservations for Community Events.
- C) A written request to the Pier 3 Board of Directors must be submitted to the Management Office at least two weeks prior to the event if a Resident wishes to host a Community Event.
- D) An invitation must be extended to all Pier 3 Residents to be recognized as a Community Event.

- E) The Common Areas that will be engaged for a Community Event are: Lobby, Mezzanine, Atrium, Indoor Pool, East Pier, South Pier, Atrium patio areas.
- F) The notice/invitation for any Community Event must be posted to all Association Notification Posting areas. This notice will be generated by the Pier 3 Management Office.
- G) Music provided by live entertainment, radio or recorded device must maintain a reasonable volume level. Amplified stereo systems are not permitted unless prior approval by the Pier 3 Board of Directors. Music may not continue after 10:00 pm. Exceptions are made for New Year’s Eve celebrations and the Annual Holiday Party.
- H) Caterers tending to any social gathering are to use the loading zone area of the Community only. Caterers are **not permitted to provide, deliver or use any open/flame. No open flame candles are permitted.** Caterers must provide in advance the required certificate of insurance. (See item “E” on page 2 of this package).
- I) Children are to be supervised at all times. Children under the age of 15 must be accompanied by an adult while in the Pier 3 indoor pool area. Children under the age of 15 are not permitted in the Pier 3 gym at any time.
- J) All Rules and Regulations of the Pier 3 Condominium Association are to be observed during the course of any Private Event.
- K) Any infraction of these regulations may result in a fine of up to \$250.00.

**A MAJORITY OF THE PIER 3 BOARD OF DIRECTORS MUST PRE-APPROVE THOSE EVENTS THAT REQUIRE SUCH APPROVAL.**

BE IT FURTHER RESOLVED that the Pier 3 Board of Directors may, from time to time, amend this Resolution as events would indicate and that these changes will be noted in a written correspondence to all Pier 3 Owners and Tenants.

Pier 3 Condominium Association

BY: \_\_\_\_\_ DATED: \_\_\_\_\_  
 President

BY: \_\_\_\_\_ DATED: \_\_\_\_\_  
 Secretary