

SPEARS BUILDING CONDO EVENT/PARTY POLICY

Introduction

The Spears Building Condominium Event/Party Policy has been adopted to assist unit owners hosting small personal parties, large personal parties, and event parties to minimize the inconveniences that may be felt by neighboring unit owners and other unit owners throughout the building. These general guidelines are being put into effect to address the following: overtaxing the doormen, security issues and disturbing noise levels. In all cases, the Board of Managers asks that the host unit owner be sensitive and courteous to their neighbors. Please direct specific questions to the building manager, Anthony Milstein.

Since parties and events vary in their scope, size and your familiarity with the attendees, the Spears Building Board of Managers has separated them into Personal Small Parties, Personal Large Parties and Event Parties.

1. Definitions

Personal Small Parties

Personal Small Parties include parties such as a dinner party or cocktail party for friends and family the unit owner know with less than 35 guests attending.

Personal Large Parties

Personal Large Parties include parties such as a dinner party or cocktail party for friends and family with over 35 or more guests attending.

Event Parties

Event Parties include any gallery opening, benefit cocktail party, or other party where the unit owner does not know some of the invited guests. In addition, it also includes any other commercial affair with 25 or more guests attending.

2. Building Requirements

- a. For all parties, the doormen on duty has been authorized to call the unit owner and request assistance if at any time the door staff feels overwhelmed by the number of guests arriving and /or departing a party.
- b. For all parties, after the last guest leaves, the unit owner must ensure that both sets of lobby doors, as well as the mezzanine door are shut and secured.

- c. For all parties, the elevator is not to be left unlocked during the evening hours.
- d. For all **event parties**, the door staff or the greeter must unlock the elevator for each group of attendees in order to insure additional screening for attendees and additional security for the residents.
- e. If a unit owner's **large personal party** is around a meal and their guests will be arriving and departing around the same time (i.e. you're having 35 of your friends over for brunch and they're all to arrive at 1:00pm), the unit owner is required to have a greeter assist the door staff in the lobby with your guests. This person is only required to be in the lobby until the majority of your guests have arrived. If possible, a guest list is recommended and should be given to the door staff and managed by their greeter (when in the lobby).
- f. Since **large personal cocktail parties** of 35 people or more usually involve people coming and going during the entire duration of the party, the unit owner is required to have a greeter assist the door staff in the lobby with your guests until the majority have arrived at the party. If possible, a guest list is recommended and should be given to the door staff and managed by their greeter.
- g. During **event parties** with 25 or more guests the unit owner is required to have a greeter assist the door staff in the lobby with your guests for the duration of the event. If possible, a guest list is recommended and should be managed by their greeter. The unit owner's greeter must be in the lobby until the last guest exits the building.

3. Recommended Neighborly Suggestions

- a. Keep noise levels down in the hallways. Don't leave doors open during parties.
- b. Turn down loud music or stop live concerts, piano playing, etc. at a reasonable hour.
- c. Drop a note to your neighbors and inform the door staff prior to your party or event, informing them of your upcoming party or event, if there will an increase in traffic, noise and music coming from your unit.

The Board of Managers retains the right to modify these guidelines as circumstances warrant.