



Lehigh Riverport Condominium Association
 11 West 2nd Street, Bethlehem, PA 18015-1282
 Site Office Phone: (610) 625-2790



Commercial Real Estate Services, Worldwide.
 1620 Pond Road – Suite 150
 Allentown, PA 18104-2284
 Phone: (610) 264-0200 Fax: (610) 871-1700

Dear Riverport Home Owner,

Your TENANT (NAME) _____ has requested exclusive use of the LRCA Community Room for an event on

(DATE) _____
 FROM (TIME) _____ TO (TIME) _____.

Because Lehigh Riverport Condominium Association property owners are responsible for their tenants, the **Unit Owner who signs the Community Room Rental Agreement is agreeing that this is their tenant in good standing and that you approve of this tenant renting the LRCA Community Room.**

A copy of the current lease between owner and tenant of the condominium must be submitted or confirmed to already be on file for this request to be considered.

You will see on the attached agreement, the LRCA Community Room Renter(s) (your tenant) is responsible for all fees and proof of at least \$200,000 liability insurance from their own insurance carrier to coverage any damages or losses from their event.

The Owner and LRCA Community Room Renter(s) acknowledge that the use of the facility is purely for the pleasure of the LRCA Community Room Renter(s) and their guests and that neither Lehigh Riverport Condominium Association (the Association) nor NAI Summit (the Agent) has assumed any responsibility for, nor shall the Association or Agent have any liability for, the action or inaction of the Owner, LRCA Community Room Renter(s) and their guests and invitees or for any injury, damage or loss any person may sustain while using the facility or in connection with or as a result of any activity, including consumption of alcohol or other intoxicating substances, engaged in by any person while using the facility.

If you agree, please sign and forward the attached rental agreement to your tenant to complete, sign and return to our office with their check and certificate of insurance.

Sincerely,

Marilyn Lalley, ARM
 Property Manager, NAI Summit
 As agent for
 Lehigh Riverport Condominium Association