

INDIVIDUAL PARTY ROOM LICENSING AGREEMENT

BETWEEN: **Ottawa Carleton Standard Condominium Corporation No. 718**
(The "Licensor")

AND: _____
(The "Licensee")

UNIT: _____ **Telephone (home):** _____ **Telephone (work):** _____

Date Needed: _____ **Time Needed:** _____
Tables and chairs needed (please indicate quantity and type of each)?: _____

RULES OF CONDUCT

- 1) SUNDAY TO THURSDAY - Music to cease by midnight, Party room to be vacated by 1:00 a.m.
FRIDAY AND SATURDAY - Music to cease by 1:00 a.m., Party room to be vacated by 2:00 a.m.
- 2) Party Room capacity is limited to 50 people and must not occupy the adjacent leisure areas.
- 3) Noise and music are to be kept at a reasonable level which will be determined by the Building Superintendent or any agent of the Licensor or Property Manager in charge of the building for the time being. Excessive noise shall not be repeated or persisted in after a request to discontinue same has been made.
- 4) Guests are to travel directly to and from the Lobby and Party Room in a quiet and orderly manner. Entrance doors to the building and the Party Room are to be kept closed at all time.
- 5) Guests' cars must be parked in visitor parking areas only. Cars parked illegally will be ticketed or towed at the Owner's risk and expense without warning.
- 6) Party Room facilities are to be cleaned and left in a state ready for use by another group, immediately after the event. This includes, but is not limited to: floors swept and mopped, garbage removed, lights turned out, blinds closed and tables/chairs folded up and put to the side.

COVENANTS

I, _____ hereby agree as follows:

- 1) To abide by the Rules of Conduct and to assume complete responsibility for my guests' behavior and to ensure that they abide by the Rules of Conduct.
- 2) That I am renting the Party Room for my own use and not for that of other persons and/or organizations in return for monetary consideration and that I shall be in attendance.
- 3) That the Superintendent, or any agent of the Licensor or Property Manager in charge of the building for the time being, have the authority to judge whether the party is progressing in accordance with the Rules of Conduct and to terminate the party if necessary.
- 4) That I am fully liable for any damage to the building, Party Room, furniture or furnishings, caused by myself or guests to the party, whether invited or not, which may occur as a result of my use of these facilities and will recompense the Licensor for the amount of assessed damage.
- 5) To pay the following damage / cleaning deposit in the form of cheque(s) or money order(s) payable to OCSCC No. 718 at the time of signing this agreement. CASH WILL NOT BE ACCEPTED. Cleaning deposit \$50.00 / Damage deposit \$50.00
- 6) That if, in the sole judgment of the Superintendent, the party room facilities are not in an acceptable condition following the event, I will forfeit the damage/cleaning deposit(s).

I have read and agree to the above conditions.

Date: _____ Licensees Signature: _____

FOR OFFICE USE ONLY – To be completed by the Superintendent after the party and returned to the Property Manager. The Party Room has been inspected and found to be:

- | | |
|--|---|
| a) _____ in clean/satisfactory condition | (Deposit returned) |
| c) _____ in unsatisfactory condition. | (Deposit retained - Damages assessed at \$ _____) |
| d) _____ in unclean condition. | (Deposit retained) |

Date: _____ Building Superintendent: _____

Party Room Booking Policy

General Information:

- The party room is available for use by all residents of the building.
- The party room is the central meeting place for the Crystelle community and is the hub of its social activities.
- The party room has three key uses:
 1. Corporation events (AGM, Board meetings, etc.)
 2. Private functions booked by residents (family parties, private meetings, etc.).
 3. Social events open to all residents (coffee functions, special dinners, building clubs)
- Corporation events have first priority for the use of the room, private functions booked by residents have second priority and social events have third priority.
- Outside of these functions, the room is accessible to any and all residents during its posted hours (8:00am to 11:00pm).

Booking and Use Guidelines:

- 1) The party room may be reserved by an individual for a private function by completing an Individual Party Room Reservation Form. (This individual must be a resident of the building; non-resident owners are not allowed to reserve the Party Room)
- 2) The party room may be reserved by the Corporation or social groups by completing a Group Party Room Reservation Form indicating the type of function, dates and a contact person.
- 3) The Group Form and Individual Form only needs to be completed once every three months for multiple events e.g. monthly Saturday coffee events and resident clubs.
- 4) The Individual Party Room Reservation Form must be accompanied by a cheque of \$100 as a cleaning/damage deposit, \$50 for cleaning deposit and \$50 for damage deposit. Deposit cheques are not required for Corporation events or social events open to all residents.
- 5) A booking will be accepted upon receipt of the Group Reservation Form for Corporation and social events or an Individual Reservation Form and cheque for private events. No booking will be made until the office is in receipt of the form and/or cheque.
- 6) The party room is a common element and is part of each resident's home at the Crystelle. Individuals and groups booking the room are expected to leave the room in the same condition in which they found it. This responsibility lies with the person booking the room.
- 7) If an event results in damage to the party room, or if the room is not properly cleaned following an event the following will take place:
 - the resident who booked the room will be given the opportunity to be present for a post-inspection of the party room, kitchen and washrooms with the Superintendent
 - any damages or cleanliness problems are to be noted on the Individual Party Room Reservation Form and the form will be signed by the owner and Superintendent
 - the Superintendent will forward the form and appropriate deposit cheque(s) to the Property Manager for consideration by the Board of Directors
- 8) The individual booking the party room authorizes the Corporation to deduct from the security deposit lodged with it the cost of any repairs. If the cost of such repairs exceeds the amount of the security deposit, the full cost of repairs less the amount of the security deposit shall be assessed against the unit owned or occupied by the individual and may be recovered in the same manner as common expenses.
- 9) The Board of Directors delegates authority to resolve any issues, disputes, questions or concerns regarding the party room to the Superintendent.
- 10) All events in the party room are subject to approval by the Corporation's Board of Directors.

Updated August 3, 2016