

Riverside Gate II
Condominium Corporation OCSCC #769
PARTY ROOM RESERVATION FORM

The RGII Party Room may only be rented to RGII residents, who must be present during the entire event. It is suggested that you confirm, with the Front Desk, the date and time of the proposed event to ensure availability. Party Room reservations must be made no earlier than three months prior to the rental date. Please submit your reservation form and payment to the Front Desk. Please note that Iron Horse Guards cannot accept Party Room reservations.

Today's Date: _____

Suite Number: _____ Resident's Name: _____

Date of Event: _____ Time: _____

Type of Event: _____

Cheque No.: _____ Amount: _____

FACILITIES REQUIRED:

I plan on using the Party Room cutlery, dishes and/or glasses: YES NO

I plan on using the Audio-Visual Equipment: YES NO

I plan on requesting the party room door key: YES NO

CONDITIONS of PARTY ROOM RENTAL

I understand that the Party Room is considered a common extension of my unit. Rentals are for personal (i.e., family, friends) use only. The facility is not to be reserved for business events, charity events, conferences, or other considerations. During the event, the entrance door of the Party Room must remain closed.

Party Room Rental does not include the use of any other recreation facilities or common element areas.

I will examine all the facilities on the day of the event and report any deficiencies to the Concierge. I accept full responsibility for the care of the facility during my event.

I agree that all decorations I have provided for my event are not to be adhered in any way to the ceiling, appliances, or cupboards. Decorations may be affixed to walls using painter's masking tape only. Such decorations must be removed and disposed of in an appropriate manner at the culmination of the event.

I accept full responsibility for the conduct of my guests while they are on the premises and I will be present during the entire event.

I have received a copy of Annex A (attached) and will comply with all provisions contained therein and this reservation form.

I understand that the Property Manager must approve all reservations on behalf of the Board of Directors. The rental fee is \$85.00 per daily rental, payable by cheque with this application. Please make cheque payable to: O.C.S.C.C. #769. No cash please.

Annex “A” to Party Room Reservation Agreement

RESERVATIONS

Residents may book the Party Room between the hours of 08:00am and 10:00am with the OCSCC 769 Concierges for exclusive use. Use of the room is restricted to an RGII resident’s family and invited guests for an event between the hours of 10:00am and 10:00pm.

Bookings are not accepted more than three (3) months in advance and are on a “first-come” basis. Please note that there will be greater demand for the Party Room during major holidays. The Property Manager shall determine the priority of all bookings. If the date requested is on a weekend or holiday, the first available date to book, is the first business day three (3) months prior to the date requested. No reservations can be made on weekends or holidays. Dates cannot be placed on hold. All bookings should stipulate the time needed for the event including set-up and clean-up.

Bookings must be cancelled in writing no later than 48 hours prior to the date of event, except when the date of the event falls on a statutory holiday, in which case cancellation must be made in writing at least one month in advance of the date of the event. The Property Manager shall return the rental fee to the resident who made the booking. Late cancellations shall result in forfeiture of the rental fee.

PREPARATION of PARTY ROOM

The Management has no responsibility in relation to the pre-planning or preparation of the Party Room for an event hosted by a resident. The Building Superintendent’s role is as an advisor. His responsibilities do not include arranging or the setting up of any furniture. The rental, delivery, and return of any furniture or equipment are the sole responsibility of the host/hostess and such furniture or equipment shall be removed from the Party Room by 10:00am on the day following the event. If you are using the coat rack, it must be placed inside the Party Room, not in the hall outside the door. A key can be provided to lock the party room door if requested. The key can be obtained from the concierge. The party room door is not to be locked overnight unless rented for more than one consecutive day.

PARKING

Parking for guests is restricted to the visitor’s parking area directly in front of the buildings. Vehicles that are “double parked” or parked in the circular roadway or anywhere on the Fire Routes in front of the building shall be towed at the owner’s expense.

CONDUCT of GUESTS

Persons attending the party shall not congregate in the halls, the stairwells of the condominium, or other common element areas of the building at the time of the party. Building amenities, including the Exercise Room, Swimming Pool, Games Room, and Hobby Room are “out of bounds” to all guests. Access and use of the BBQs and Gazebo are not included with this reservation and must be reserved separately. Smoking is not permitted in the Party Room, or in any other indoor recreation facility and common element, at any time. Any guests wishing to smoke, will be requested to exit through the emergency exit in the kitchen and use the ashtray located on the opposite side of the loading zone. Guests are not permitted to enter the fenced-in area as it is private property.

NOISE and MUSIC

Please be mindful of others in the building and note that there are residents living immediately above the Party Room. Accordingly, commercial disc jockeys and amplified live music are not permitted. Using non-amplified music from personal equipment or from the Party Room Audio-Visual system is permitted. The Audio-Visual system will allow for computer presentations, movies, live television programming, and back ground music and must be kept to a reasonable level and turned off by 11:00pm. Note that the woofer speaker is unplugged and will only be used on movie nights. Please see Concierge for operating the audio-visual system.

The Concierge will intervene should there be a noise complaint. If unacceptable noise persists despite repeated interventions, the Concierge will contact the on-call Superintendent. The Property Manager is ultimately responsible for addressing any dispute.

USE of ALCOHOL

Alcohol may be served in the Party Room but in no case shall it be sold (whether for profit or otherwise) at any function. No alcohol shall be served in the Party Room after 12:30am. Alcoholic beverages must be consumed inside the Party Room.

PETS

Residents are reminded that, other than guide dogs, pets are strictly not permitted in the Party Room.

CATERING SERVICES

The Resident renting the Party Room shall be responsible for arranging to admit caterers or other suppliers delivering items prior to or picking up at the culmination of a private event. Caterers and delivery personnel may be admitted through the Emergency Exit in the Party Room; please note this door may not be left open unattended. The resident shall ensure that any hired caterers remove all their catering materials no later than 10:00am on the morning following the event. Condominium staff are not responsible for accepting the services, giving directions, or signing off on pick-up or delivery.

INSURANCE

Personal Liability Insurance, normally carried by individual residents, in relation to their personal living areas, usually protects the individual owners from liability in respect to any guest or visitor of an owner even though such guest or visitor may receive an injury while in an area defined as a common element. You are advised to check your personal insurance.

FIRE PREVENTION

The resident host is fully responsible for ensuring that all fire prevention measures are upheld and that no fire hazard is permitted on the premises for the event.

In accordance with the Fire Marshall's regulations, the maximum number of people permitted in the Party Room for any event is 75 seated, or 100 standing.

CLEAN UP of PARTY ROOM

Immediately following the departure of guests, the resident host is responsible for the clean up of the Party Room so that by 10:00am on the day following the event, the room has been restored to its normal standard of cleanliness and good order. For the sake of other residents, please keep noise levels down when loading vehicles from the kitchen door after an event.

It is important that any spills or mishaps be reported to the Concierge, Building Superintendent, or Property Manager to ensure immediate spot cleaning. The clean-up function, with the exception of vacuum cleaning, dusting, and polishing, is the sole responsibility of the resident host. Any dinnerware, glassware, or utensils utilized during the event must be cleaned and stored in the cupboards as found. It is the responsibility of the resident host to load and unload the dishwasher. It must be understood that the Property Manager, at the cost of the resident, will carry out any additional clean-up work required to restore the facilities to their normal condition.

I confirm that I have read, understood and will comply with the Terms and Conditions.

Resident's Signature

Date