



## BOARD / MEETING ROOM RULES

### Booking arrangements

- ❖ Adult Residents may book the Board or Meeting Rooms for exclusive use between the hours of 9:00 a.m. to 9:00 p.m. for a maximum use of 2 hours (whenever the rooms are not being used for events organized by either of the two Condominium Corporations) with the Property Manager at the Essex Management Office during regular business hours.
- ❖ At the time of reservation, a fully completed Board/Meeting Room agreement with the Condominium must be signed and the Resident shall provide a Security Deposit in the amount of \$100.00 for the Board Room and \$50.00 for the Meeting Room (in the form of a personal cheque) at the time of reservation. \*Note below
- ❖ Reservations may be cancelled at any time prior to the reserved date, by the same Resident who made the booking. The Manager will return the Deposit cheque to the Resident who made the booking, upon receipt of a signed statement of receipt. \*Note below
- ❖ The maximum number of people permitted in the Board Room is 12 and 4 in the Meeting Room.

### During and after booked events

- ❖ The Resident must be present during the booked time.
- ❖ Food and beverages are permitted. However, no access or use of the Party Room kitchen is allowed. Residents are to pick up and dispose of all garbage and ensure that the room is left in a neat and tidy condition. Any spills or mishaps must be reported to the Concierge, Superintendent, or Management Office to ensure immediate clean up. Failure to do so will cause a cleaning fee to be levied against (or charged to) the user.
- ❖ No furniture may be removed from the Room without the prior consent of the Property Manager, Superintendent, or Concierge.
- ❖ In no case shall liquor be sold (whether for profit or otherwise) at any function within the Room.
- ❖ No loud music shall be permissible in the Room at any time.
- ❖ Noisy or rowdy behaviour is prohibited within the room.
- ❖ The Manager or Concierge, subsequent to any Room event will determine if any damage has been occasioned to the Room and the Manager will inform the Resident who rented the Room, in writing, as to such determination. In the event that no damage has been caused, the Property Manager will return the Deposit to the Resident who used the Room. In the event that there is damage to the Room, then the Property Manager shall be empowered to apply whole or any portion of the Deposit to the cost of repairing or rectifying such damage. In the event that the Deposit is insufficient to pay for the damage and cleaning expenses, then the Resident shall immediately reimburse the Manager for all sums expended by the Manager, in excess of the Deposit, in order to repair or rectify the damage and clean the Room.
- ❖ In the event that any of these rules require an Owner to pay monies hereunder and such monies are not paid within 30 days of demand therefore, such monies shall be deemed to be common expenses payable by such Owner and the condominium corporation in which such Owner resides shall be permitted to place a lien on title to the Owner's units in order to enforce payment of such monies.