

## **PARTY ROOM RULES**

### **Booking arrangements**

- ❖ Adult Residents may book the Party Room for exclusive use between the hours of 9:00 a.m. to 1:00 a.m. for a maximum use of 6 hours, with the Property Manager at the Essex Management Office during regular business hours.
- ❖ Only events organized by either of the Two Condominiums or a Resident shall be permitted, as long as they are lawful and do not create undue noise, disturbance or inconvenience to other residents, and do not contravene any other Condominium rules.
- ❖ Bookings can be made no longer than six (6) months in advance and are on a first-come, first-served basis. However, parties or social gatherings during holidays may have a higher demand, and the Property Manager reserves the right to determine how such bookings may be handled.
- ❖ At the time of reservation, a fully completed Party Room agreement with the Condominium must be signed and the Resident shall provide a security Deposit in the amount of \$500.00 and a rental fee in the amount of \$100.00 (in the form of personal cheques) at the time of reservation.
- ❖ A security guard shall be retained to monitor the access to (and egress from) the Party Room during the reserved event. The cost of retaining said security guard (currently \$20.00 per hour – four hour minimum) shall be paid for (or reimbursed by) the Resident in whose name the reservation has been made.
- ❖ Reservations must be cancelled no later than 48 hours prior to the reserved date, except where the reserved date falls on a statutory holiday, in which case cancellation must be made at least one month in advance of the reserved date. Any cancellations within the final month prior to the reserved date shall result in the forfeiture of the rental fee Deposit. For all cancellations, the same Resident who made the booking must carry out the cancellation, and verify his/her identity through suitable identification and sign a document to that effect. The Manager will return the Deposit and rental fee cheques to the resident who made the booking, upon receipt of a signed statement of receipt.
- ❖ Paid-for parties by Residents (namely parties that require the selling of tickets) are strictly prohibited, except those parties organized by the Condominiums.
- ❖ A list of all guests attending any function hosted in the Party Room must be provided to the Concierge at least 48 hours prior to the function. Visitor parking is available strictly on a first come, first-served basis, as directed by the Concierge.
- ❖ The maximum number of people permitted in the Party Room for any event is 50 people in accordance fire authority regulations.

## **PARTY ROOM RULES**

### **During and after booked events**

- ❖ The Resident must be present during booked events.
- ❖ Food and beverages are permitted. 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.
- ❖ In no case shall liquor be sold (whether for profit or otherwise) at any function within the Party Room. No alcohol shall be served in the Party Room after 12:30 a.m.
- ❖ No loud music shall be permissible in the Party Room at any time.
- ❖ Boisterous behaviour of any sort (including yelling, running, rowdyism, vandalism, intoxication or inebriation from drugs and/or alcohol, and/or any other form of misconduct or misbehaviour) is strictly prohibited, and any person who commits same may be removed from the premises by the Property Manager, the Superintendent, the Concierge, or the event Security Guard, who have the unfettered and unchallenged discretion to determine what constitutes "boisterous behaviour" and who has committed same.
- ❖ Guests of the resident are not allowed to wander outside the Party Room, except to use the washroom facilities. Guests of any party or planned event/function are not permitted use of any of the recreational facilities within the recreation centre.
- ❖ All functions within the Party Room must be terminated as of 1:00 a.m. and the Party Room must thereafter be immediately vacated by all Residents and Guests.
- ❖ The Manager or Concierge, subsequent to any event being held within the Party Room will determine if any damage has been occasioned to the Party Room and the Manager will inform the Resident who rented the Party 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 Party Room. In the event that there is damage to the Party Room, then the Manager shall be empowered to apply the 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 Party 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.