

PCC 122

MEETING/PARTY ROOM CONTRACT

#91, 7080 Copenhagen Road (hereinafter "facility")

between: **Peel Condominium Corporation 122** (hereinafter "PCC122")

and: **Owner/Resident of a PCC122 Townhouse** (hereinafter "Renter")

Facility is rentable from 12:00 noon to 1:00AM, 7 days a week

Rental is subject to attached Terms & Conditions

Make cheques/money order payable to: **PCC122**. Cash is not accepted.

Complete where applicable and submit contract to the Management Office. **Enter all dates as Month/Day/Year**

Date: _____ Renter Name (print): _____ Unit No: _____

Renter Phone #: _____ Renter Email Address: _____

Rental Date Requested: _____ (to be confirmed by Site Manager) Start Time: _____ End Time: _____

Renter's Maintenance Fees and any other amounts owing PCC122 are paid in full to date? Yes No

Purpose of Rental:

1. **Private:** ____ Explain Type of Event: _____

	<u>Paid by (Circle one below)</u>	<u>Date Received</u>	<u>Management</u>
Rental Rate: \$120.00:	PAD*, cheque, certified cheque, money order	_____	Initial: _____
Deposit Rate: \$100.00:	PAD*, cheque, certified cheque, money order	_____	Initial: _____
Deposit Returned:	PAD*, cheque	Date: _____	Amount: \$ _____

2. **Business:** ____ Explain Type of Event: _____

Note: Business rentals are subject to additional Terms & Conditions as provided in Item 7 of the T's & C's.

	<u>Paid By (Circle one below)</u>	<u>Date Received</u>	<u>Management</u>
Rental Rate: \$150.00:	PAD*, cheque, certified cheque, money order	_____	Initial: _____
Deposit Rate: \$200.00:	PAD*, cheque, certified cheque, money order	_____	Initial: _____
Certificate of Insurance: # _____		_____	Initial: _____
Deposit Returned:	PAD*, cheque	Date: _____	Amount: \$ _____

3. **KEY to Facility:** Renter must arrange to pick up the key from the Management Office prior to the event.
Renter to pay PCC122 \$100.00 as the cost of a key replacement if it is not returned.

Date Key Provided: _____ Date Key Returned: _____ Key Charged? \$ _____

4. Facility Inspected by (print): _____ Date: _____
Management

COMMENTS:

*PAD = Preauthorized Debit

Meeting/Party Room Contract

Terms & Conditions

The Rental Qualifying Conditions:

1. Rental of the Meeting/Party Room at Unit 91 is available to homeowners/residents of 7080 Copenhagen Road only, who are 21 years of age or over.
2. Rental is subject to availability and the signing of the Meeting/Party Room Contract and Terms & Conditions.
3. The facility is rentable from 12:00 PM to 1:00 AM 7days a week.
4. Renter's Monthly Maintenance Fees and any other amounts owing to the Corporation must be paid in full before the contract can be approved by Management.
5. Renters may contact the Management Office by phone or email to request a reservation. Or, check our website www.pcc122.com, where the "Contract and Terms & Conditions" - Appendix A, is posted and can be downloaded to be read in full, completed and signed by the Renter then emailed or dropped off at the Management Office to request a booking.
6. The facility can be rented for the purpose of private personal social events or certain business events that meet criteria as set out in the contract and which are subject to approval by the Board.
7. Business rentals for the promotion or sale of any commodities, services, organizational or office purposes will not be provided if the Board deems that any business event will adversely affect the interest of PCC122 and residents thereof. Rental for this purpose is subject to the following:
 1. Liability Insurance – Renter must provide a Certificate of Insurance from their business insurance agent, which identifies Peel Condominium Corporation 122 as the named insured.
 2. A "Notice of Disclaimer" is posted in the facility, stating that the PCC122 Board of Directors and Management does not endorse, recommend or support any products, services or activities conducted in the facility by the Renter and the Renter will publicize this Disclaimer to their guests (see Appendix B).

Payment Options:

8. Management may, at its discretion, request payment of fees by PAD, cheque, certified cheque or money order. Cash is not accepted.
9. The Renter pays the rental rate plus the security deposit in advance in the manner requested by the Site Manager. Payment must be received by the Site Manager before the key to the building is passed to the Renter.

The Building Front Door Key - Responsibilities:

10. Renter must make arrangements with the Site Manager to pick up the building key from the Site Manager/ Management Office prior to the event. Renter is provided with the key to enter and leave the building and lock the entrance door upon departure.
11. Renter is responsible to return the building key to the Site Manager or drop it through the mail slot at #91 as soon as possible after the event or as requested by the Site Manager. Should the key not be returned, the Renter is responsible for the cost of a replacement key as provided in the contract.

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Roadway & Parking Instructions:

12. **Guests must NOT park on the roadway as it is a designated fire route** and the vehicles parked along the roadway block the driveways of residents who get extremely upset. Renter must **advise guests IN ADVANCE** to park in visitor parking lots or on Copenhagen Road.
13. Renter and guests must respect the parking and fire routes of the complex. The cost of calling our parking security service to come on site for parking/fire route violations by attendees of the event will be deducted from the Renter's deposit.
14. Renter and guests must respect the privacy of others and enter/depart the building and grounds quietly and decorously by the front entrance.

Renter's Responsibilities During Event:

15. Renter must keep the front entrance door closed at all times.
16. Renter must be in attendance at all times and supervise activities.
17. Renter is responsible for set-up and take-down/put away of all furnishings or equipment provided in, or brought to, the facility.
18. No illegal or unlawful activities of any nature are permitted in the facility. There is no smoking of any kind allowed inside or outside on the premises; no fireworks and no pyrotechnics. The Corporation does not have a Liquor License to sell or serve alcohol on the premises of building #91.
19. No live band is permitted. Noise from amplification and recording equipment must be kept to a level which will not disturb our residents. No other excessive noise is permitted.
20. Functions are limited to 45 people in the facility at one time and no guests shall remain in the facility after completion of the event.
21. Renter is responsible to lock the entrance door upon departure.

The Cost of Damages:

22. Renter is responsible to ensure that the fire extinguisher in the kitchen is secured in its proper location in the holder before and after the event. If, during the event, it has been tampered with or used, the Renter is responsible for the replacement or recharging cost. If anything is missing after the event such as the fire extinguisher, smoke or carbon monoxide detectors, the Renter is responsible for the replacement cost(s).
23. Tape, glue, adhesives, nails, hooks or other damaging products are not permitted on any surface of the facility.
24. The cost of any damage incurred to the facility, furnishings or equipment resulting from the event will be deducted from the security deposit which will not be refunded until all repairs have been completed.
25. If the cost of repair for any damage caused exceeds the amount of the security deposit, all additional costs for repairs shall be paid to PCC122 by the Renter as the costs are incurred. The Board of Directors will settle any disputes concerning this issue.
26. Should the facility incur significant damage or should the attendees at an event not obey the terms and conditions set forth in this contract as agreed to by the Renter, or cause Management to receive complaints, the Renter may be disqualified from any future use of the facility at the discretion of the Board of Directors.

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Clean-Up After the Event:

27. Renter must restore the facility and its kitchen, appliances, furnishings, washrooms and floors to a clean and tidy condition within 24 hours of the event or the security deposit will not be refunded and the Renter may be charged additional costs. This 24-hour time-frame is subject to change depending on the next scheduled booking of the facility as determined and advised by the Site Manager.
28. Renter must collect, bag and tie all garbage and remove it from the facility to the Renter's home for disposal.
29. Inspection of the facility will be completed by the Site Manager before and after the event.
30. The Board of Directors and Peel Condominium Corporation 122 accepts no liability or responsibility for any product, goods, equipment or property brought to the facility or left in the facility by the Renter or guests at any time; and accepts no liability or responsibility for any personal accident or injury of renters or guests while on the premises.

Information:

31. Information on rental fees, security deposits, Terms & Conditions and all details of a rental transaction are provided in the Meeting/Party Room Contract and Terms & Conditions, Appendices A, B, C, and D, and are available on our website.
32. The rates are subject to change at any time with or without notice.

Renter's Signature: _____

Email Address: _____

Date: _____
mm/dd/yy

Site Manager: _____
Signature Date

Copy - to Renter

Copy - to File