

EAST MARKET III (OCSCC735)

Party Room Rental Agreement

Please note the following terms and conditions:

- **The Applicant must be a resident of East Market III**, must be the sponsor of the event, must be present during the rental, and is responsible for the guests' behavior including any thefts and/or damages.
- The Applicant is responsible for ensuring that all condominium rules related to the use of the Party Room and the common elements, laws, by-laws, and regulations are followed and that all (if any) required permits are obtained.
- The Applicant must provide a **signed copy of the Party Room Rules of Conduct** (attached herewith), acknowledging his/her acceptance of these rules.
- A **Rental Fee (non-refundable) of \$40.00**, payable to **OCSCC 735** for the rental of the room is due at the same time as the Damage Deposit and signed copy of the Rules of Conduct (10 days prior to event).
- A **Security Fee (non-refundable) of \$25.00**, payable to **OCSCC 735** for the services of a security guard, if the rental time exceeds 8PM. All rentals beyond 8PM are subject to this fee. *Breaches of this policy are subject to a \$100 administration fee.*
- A **Damage Deposit (refundable) of \$250.00**, payable to **OCSCC 735** is due within 10 days of the event. The Deposit will be refunded if no damages/thefts occur and the Event complies with the rules agreed to. The room will be inspected prior to the event and after the event to determine if the damage deposit can be returned to the Applicant.
- Please contact info@valroca.com with the date and time of the proposed event to ensure availability.
- Party Room reservations must be made at least 10 days prior to the rental date. Management reserves the right to refuse a reservation request made after the 10 day period.
- **Cancellation of the rental agreement must be made within 48 hours prior notice, in order to have the Rental Fee reimbursed.**

**OCSCC735 – EM3
PARTY ROOM RESERVATION**

*****RULES OF CONDUCT ARE TO BE READ AND SIGNED BY UNIT OWNER/TENANT*****

DATE: _____

NAME: _____ UNIT #: _____ TELEPHONE #: _____

E-Mail: _____

DATE REQUIRED: _____ HOURS REQUIRED FROM _____ TO _____

NUMBER OF PERSONS EXPECTED (**LIMIT OF SIXTY (60) PERSONS**) _____

1. I have read and agree to the attached Rules of Conduct.
2. I understand that I will be responsible for all damages as assessed by the Corporation.
3. I understand and agree to leave the room in a neat and orderly condition and accept clean-up charges if the room is left in an unsatisfactory condition.

Signature of registered owner/tenant: _____

NOTE: FEE FOR PARTY ROOM RENTAL IS \$40 PER EVENT

PAYABLE AT TIME OF BOOKING:

Fee - \$40

Security Fee- \$25

Damage and Cleaning Deposit- \$250

DEPOSITS ARE PAYABLE AT TIME OF BOOKING. Refund payable after inspection of the Party room.

Inspections will be conducted the next day or by appointment. Additional charges may apply.

If security deposit is **not returned**, please give reasons:

PER: _____

OCSCC NO. 735

EAST MARKET PHASE III (OCSCC735)

RULES OF CONDUCT – PARTY ROOM

I, _____, of Unit _____ HEREBY AGREE AS FOLLOWS:

1. I am renting the Party Room for my own use and shall be in attendance throughout the event.
2. I am 21 years of age or older and registered occupant of a unit in East Market 3.
3. I am responsible for admitting outside guests to the building and for their orderly departure.
4. I am assuming complete responsibility for my guests' behavior.
5. I am not reserving the Party Room for other persons and/or organizations in return for monetary or other considerations.
6. I am liable for any damage to property, furniture or furnishings which may occur as a result of any usage of these facilities and will reimburse OCSCC No. 735 for the amount of the assessed damage.
7. The building security guard or any agent of the Corporation has the authority to decide whether the party is abiding by these Rules of Conduct and, if necessary, can terminate the party.
8. I will not sell or permit the sale of any alcoholic beverage in the Party Room, as prohibited by the Government of Ontario. I will comply with all local and municipal liquor laws, and I will indemnify the corporation of all responsibility for any costs or damages that may incur as a result of the party and specifically as a result of the intoxication of a guest.
9. Alcoholic beverages must only be consumed inside the Party Room.
10. 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. **Access and use of the Terrace is not included with this reservation.**
11. In line with the Ottawa Noise Bylaw (2004-253), residents and visitors must not disturb the peace and comfort of others between **11 pm and 7 am on weekdays**, between **11 pm and 9 am on Saturdays**, and between **11 pm and 12 pm on Sundays**.
12. Hours of operation of the Party Room:
Friday and Saturday: Party Room to be vacated by 2:00 AM
Other nights: Party Room to be vacated by Midnight
***The outside Terrace closes at 11 pm on Friday and Saturday, and on 10 pm Sunday to Thursday.**
13. Noise and music to be kept at a reasonable level. No commercial music equipment shall be used.
14. No more than sixty (60) persons will be present.
15. Guests to travel directly from the lobby to the Party Room and exit in a quiet and orderly manner.
16. Party Room Guests shall not be granted entry to the building after midnight
17. The entrance doors to the building and Party Room must not be blocked open.
18. There will be no smoking in the Party Room, washrooms or hallways.
19. No signs are to be posted anywhere in the building; no exits/entrances to be blocked or jammed open.
20. All decorations and garbage in the Party Room areas are to be removed and collected at the end of the event. No tape is to be used on the walls to hang decorations. **Absolutely no decorations are to be hung or taped to sprinkler lines.** Any cost to remove or repair damages from hanging decorations will be taken out of the Damage deposit.

Failure to comply with these regulations will cause the registered occupant to forfeit this privilege in the future.

I HAVE READ AND UNDERSTAND THESE RULES OF CONDUCT AND AGREE TO COMPLY WITH THEM:

Signature

PARTY ROOM INSPECTION REPORT
OCC # 735

Date of use: _____ Name of resident: _____ Unit #: _____

Pre-inspection date: _____ Post-inspection date: _____

Inspected by: _____

Main Room

Overhead pipes

Ceiling

Floor/Carpet

Lights

Electrical Outlets

East Wall:

- Walls/baseboards
- Windows
- Thermostat

South Wall:

- Entrance Door
- Wall/baseboards
- Windows

West Wall:

- Cabinet doors/handles
- Folding table
- Chairs
- Wall/Baseboards

Kitchen:

- Cabinets/drawers
- Countertops
- Sink/faucet
- Wood Island
- Fridge (interior & exterior)
- Microwave (interior & exterior)

Furnishings

- Round glass table (East)
- Round glass table (West)
- 3 seater sofa (East)
- 3 seater sofa (West)
- 2 seater sofa
- Chair
- Bench (East)
- Bench (West)
- Plants
- Foosball (incl. 4 balls)

POOL ROOM

Walls

Windows

Floor/ Carpet

Ceiling

Lights

Thermostat

Overhead pipes

Electrical outlets

Pool Table

- Balls
- Cues (4)
- Extender
- Rack
- Brush
- Cue holder (on wall)

Furnishings

- Glass table
- Bench (East)
- Bench (West)