

**HALTON STANDARD CONDOMINIUM CORPORATION NO. 632**

**PARTY ROOM AGREEMENT**  
(EXCLUSIVE USE ONLY)

Reservation by \_\_\_\_\_ Suite No. \_\_\_\_\_  
(Print first and last name of Resident, hereinafter referred to as Licensee)

Business telephone: \_\_\_\_\_ Residence telephone: \_\_\_\_\_

Party room may be reserved for private functions from 6:00 a.m. to 11 p.m. on Sundays through Thursdays, and from 6:00 a.m. to 11:59 p.m. on Fridays and Saturdays. This will include the necessary clean-up time by the Resident

DAY OF WEEK: \_\_\_\_\_ DATE: \_\_\_\_\_

TIME: FROM: \_\_\_\_\_ AM PM TO: \_\_\_\_\_ AM PM (6HRS MAX)

ATTENDANCE EXPECTED: \_\_\_\_\_ (MAXIMUM = 31 people, As per Fire Plan)

WILL FOOD OR DRINKS BE SERVED? Yes No

**FEES**

<b>Security Deposit</b>	<b>\$500.00</b>	<b>(Please make payable to HSCC 632)</b>
<b>Booking Fee</b>	<b>\$100.00</b>	<b>(Please make payable to HSCC 632)</b>
Security Guard	(check with Property Management)	

I HEREBY ACKNOWLEDGE that I have read the Terms and Conditions on page 2 of this agreement and that I accept all of the conditions contained therein. I have submitted the \$100 booking fee and \$500 security deposit with this application. My booking will be reviewed and confirmed by Management.

Bookings from Tenants will not be accepted unless the Owner has provided the Authorization Form to the Corporation in advance.

\_\_\_\_\_  
Licensee's Signature Date

FOR OFFICE USE ONLY			
Form/cheques received		1 <sup>st</sup> inspection	
Booking confirmed		2 <sup>nd</sup> inspection	
Cleaning arranged		Deposit returned	

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## TERMS AND CONDITIONS governing Party Room bookings for Private functions (effective December 12, 2014)

1. ALL terms of Declaration, By-Laws and Rules of H.S.C.C. No. 632 shall be honoured.
2. The party room may be booked by residents only. Non-resident owners may not book the room. Tenants may have the booking form completed by the owners of unit. The owner can also complete the approved form which authorizes the Tenant to use amenities ongoing and then the Tenant may complete the party room booking form when they wish.
3. The Licensee agrees to deposit with the Corporation upon signing this agreement a refundable security deposit of \$500.00. This amount will be refunded within 2 business days after completion of the function and **provided** no damage or loss has been caused to the common elements of the Corporation. Damage to furnishings or finish of the Party room, patio or common washroom and theft or loss of the Corporation's property is the responsibility of the above named Owner (Licensee). This contract may be terminated with no less than 7 days notice. No refunds of any monies paid hereunder shall be made to the Licensee for cancellations with less than 7 days notice, in addition to the Corporation's ability to retain the \$500 deposit or part thereof.
4. The Licensee is responsible for bringing the room to reasonable cleanliness state. All garbage must be properly bagged and disposed of. Cleaning fee is payable for final clean up by the cleaning company contracted out.
5. **No function or use of the Party room shall contravene any federal or provincial law or municipal by-laws. As per the Ontario Fire Code, and the Fire Plan as approved by the Oakville Fire Services Inspector, a maximum of 31 people is allowed in the Party Room and patio combined.**
6. The Licensee agrees that the reservation times must be adhered to strictly. All functions or use of the party room and patio (including cleanup) shall end no later than 11:00 p.m. on Sundays through Thursdays, and 11:59 p.m. on Fridays and Saturdays.
7. The Licensee agrees that they shall be held liable for all damages, which may occur as a result of the use of the Party Room, by their guests or themselves. If the cost of such repairs exceeds the amount of the security deposit, the full cost of repairs less the amount of the security deposit shall be assessed against the unit owned or occupied by the Owner (Licensee) and may be recovered in the same manner as common expenses.
8. The Licensee agrees that there will not be more than 31 persons in the Party room and the shared patio at any given time. The Corporation may hold back full or part of the security deposit if the rules are not adhered to with regards to the number of guests in the party room or patio.
9. Patio, Lounge and the common washroom are not reserved for the private function and other people may be using them during the private function. The washroom that may be used by the Licensee and their guests is located off the hallway, next to the lounge.
10. The Licensee shall be responsible for providing adequate directions to the function for their guests. **NO** signs are to be posted in the common elements and doors will not be left open and unattended. The Licensee must ensure their guests know ahead of time where they are going.
11. The Licensee agrees that the Corporation is not responsible for loss or damage to any personal property, or for personal injury to any guests, howsoever caused.
12. The Licensee agrees to be physically present at all times at the function and to confine the function to the Party room.
13. The Corporation or Management reserves the right to refuse any booking request which is in their opinion not for an owner's personal use, may result in a security threat, may disturb the quiet enjoyment of other owners or for any other reason that the Corporation feels is reasonable given the facts surrounding the intended use.
14. The contemplated use of the premises will be fully disclosed to the Corporation as a condition of prior rental of the Party room. It is agreed that the premises will not be used for any immoral or offensive use and by way of specific example, NO "strip" shows, or similar live performances, pornographic or sexually explicit films may be shown. The Resident is responsible for full compliance with any legal or

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regulatory obligations and will fully indemnify and hold harmless the Corporation from any breach thereof.

15. No function or use of a commercial or profit making nature shall be permitted.
16. Alcohol is not permitted in the hallways.
17. No function or use of a commercial or profit making mature shall be permitted. No tickets, wagers or alcohol sales shall be permitted, even if additional permits are obtained separately by the Licensee.
18. **There is no smoking permitted anywhere on the premises once your guests enter the building, including but not limited to: party room, lounge, stairwells, hallways, washroom, or shared patio.**
19. No decorations or alterations of any kind are permitted anywhere on the common elements. Confetti or sparkles of any kind are not permitted.
20. All lights and appliances are to be turned off before leaving the room and all doors must be secured and locked after the function.
21. Should there be noise disturbance, odour or other nuisance complaint during the booking and the security company is dispatched, cost of same will be charged back to the Licensee's unit.
22. Use of any type of sound equipment is not permitted, this also includes musical instruments.
23. Use of the patio is prohibited after 11:00pm.
24. Corporation is not responsible for loss or damage to any personal property, or for personal injury to any guests, however caused, and I agree to waive any and all claims that I or my guest have or may have in the future, against HSCC 632 and its directors, officers, employees, agents, representatives and volunteers
25. No open flames are permitted anywhere on the common elements, including the Patio.
26. If, in the opinion of the Corporation or its agent, there is illegal activity or disturbance that cannot be controlled, the function may be terminated.
27. Manager, security officer, cleaner or another agent of the Corporation will do a pre- and post-function inspection.
28. Corporation is not responsible for loss or damage to any personal property, or for personal injury to any guests, however caused, and the Licensee agrees to waive any and all claims that they or their guest(s) have or may have in the future, against HSCC 632 and its directors, officers, employees, agents, representatives and volunteers.

**This version approved at the Board of Directors meeting held on December 11, 2014  
Previous version dated: November 17, 2014**