



PARLIAMENT

**Booking a
Private Event at
Your Clubhouse**



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Booking a Private Event at Your Clubhouse

Booking Overview

This is your Clubhouse, have fun with it at your convenience daily or book a private event for family and friends. Here's how to book a Private Event!

- Booking requests are to be made through your Parliament Client Care. We recommend submitting your request at least 30 days prior to your event. We will do our best to meet all booking requests, however, not all requests may be accommodated.
- You must be a Resident at Parliament.
- You must be the first and the last guest to arrive/leave your scheduled private event.
- There is a maximum of 25 guests per Resident (min. 18 years of age) booking event.
- There will be a pre-event inspection conducted prior to the event with resident, as well as a post-event inspection.
- Residents can book the following: kitchen area, studio, billiard room, outdoor patio area, lounge area(s); or any combination thereof.
- Please email your request to clientcare@parliamentclubhouse.ca or call us at (306) 209-8002.
- The Event Request Form and Rental Agreement below must be completed and signed at least one week before your event.
- No Deposit required to secure booking at this time.
- Please keep your event to your approved times so to avoid unnecessary inconvenience to your neighbours.
- The Fitness Studio will remain accessible to all Residents from 5 AM to 11 PM daily.

QUESTIONS? Call 306-209-8002 or email us clientcare@parliamentclubhouse.ca



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Booking a Private Event at Your Clubhouse Request Form

Date of Event: _____

Time Request: Start: _____ End: _____

Residents Name: _____

Address: _____

Email: _____

Phone#: _____

Emergency Contact #: _____

Type of Event: _____

Clubhouse location of event: _____

Number of Guests: _____

Will alcohol be served at your event? _____

Will you require use of the kitchen or BBQ areas? _____

Client Care

Approval Signature: _____ Dated: _____



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Clubhouse Private Event Waiver

Clubhouse Rental Agreement

- Please read and understand the following Agreement before signing.

Assumption of Risk

- The use of all Clubhouse amenities will be at the risk of the Resident and their guests.

Policies and Procedures

- Residents accounts must be in good standing in order to obtain access to their Clubhouse.
- The Resident approving this agreement must be in the Clubhouse at all times when his or her guests are in attendance.
- Residents may book the Clubhouse up to 12 months in advance.
- Reoccurring bookings, for example a book club on Thursdays, are available to be reviewed with your Parliament Client Care as requested. We will do our best to meet your needs, however, not all requests may be approved.
- A pre-event inspection is required for all events, this will be completed with a member of the Parliament Client Care before your event begins.
- You will be required to complete a post event check sheet at the end of your event and before you leave the Clubhouse.
- Your Parliament Client Care will complete their own inspection at their earliest convenience.
- Cooking is welcome during private events on the patio BBQ; please let your Parliament Client Care contact know if you plan on cooking at your event.
- Parliament is a non-smoking community; this includes the Clubhouse and patio area.
- Confetti, bubbles, sparkles or glitter of any kind are strictly prohibited.
- Please observe the City of Regina quiet times between 10:00 pm and 7:00 am when enjoying the patio.
- Maximum capacity of the Clubhouse is 100 guests, the Parliament Client Care has the right to stop any function if overcapacity.
- Please email, call or see your Parliament Client Care and obtain approval before placing any decorations on the walls.
- Please only use the chairs and tables that are supplied in the Clubhouse, if you require bringing in any extra tables or chairs please request this with your Parliament Client Care.
- Personal barbeques and grills are NOT permitted in the Clubhouse or on the patio.



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Clubhouse Private Event Waiver Continued

Policies and Procedures Continued

- Parliament is not responsible for any damaged, lost or stolen items.
- The cost of any emergency services responding to false alarms will be the Residents responsibility.

Failure to comply with any of the Parliament Clubhouse policies may result in a fee being charged and/or de-activation of your Clubhouse entry FOB.

Liquor Regulations

- If there is alcohol at the event, it is the resident's responsibility to review and adhere to all Saskatchewan Liquor regulations: <https://www.slga.com/>
- It is strongly recommended you have a Host liquor liability / Party alcohol liability insurance. Please speak with your Insurance Broker to coordinate coverage.
- The Clubhouse reserves the right to inspect and control all functions being held on the premises.
- All laws governing purchase and consumption of food and beverage will be strictly adhered to.
- The Clubhouse will restrict the consumption of alcohol as deemed necessary.
- The resident agrees that the Special Occasions Permit (when required) will be obtained in their name only and that they will be present at all times during the evening when alcohol is available for purchase.
- The resident agrees that liability insurance (when required) will be obtained in their name only and that they will be present at all times during the evening when alcohol is available for purchase.
- The resident agrees to not facilitate service of any alcoholic beverage to any person who is intoxicated, or who is under the age of (19) years.

Kitchen

- Please use the kitchen as instructed and follow any posted directions carefully.
- Turn off kitchen appliances when not in use.
- Please return all kitchen equipment to its original spot after use.
- Please wipe down all countertops and surfaces after use.
- Place dirty dishes and utensils into the dishwasher and run the dishwasher when full.
- Place all garbage and recycling into the bins, if full please remove and place into the garbage enclosure bins located in the onsite reuse and recycle building.
- Please report any damaged equipment to your Parliament Client Care team as soon as possible.



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Clubhouse Private Event Waiver Continued

Billiard Table

Leaning heavily, standing, sitting, bumping, or lifting the table can have a detrimental effect on the billiard table. Any pressure on the table's playing surface will put pressure on the seams between the slate.

Trick shots are damaging to billiard felt, please refrain from touching the felt with your cue.

Food and drinks are to be kept away from the billiard table, please keep these items on the nearby tables or bar top. Spilt food and drink will damage the felt.

Barbeque & Fire Table

- The barbeque and fire table on the patio are available for residents to use during regular Clubhouse hours. It is unavailable from Thanksgiving weekend to Easter Friday annually. Arrangements to use must be made through your Client Care.
- Your Parliament Client Care will unlock the barbeque as requested, it will be the responsibility of the resident to clean and lock the barbeque and utensils after use.
- Barbeque lighting instructions will be provided during your pre-event inspection.
- Barbeque utensils can be found in the drawer in the kitchen.
- Fire table lighting instructions will be provided during your pre-event inspection.

Patio

- The Patio is a non-smoking area.
- Quiet times to be observed between 10:00 pm and 7:00 am, please be respectful of your neighbours.
- Please refrain from using glass bottles on the patio.
- Pets on a leash are welcome on the patio and must always be cleaned up after.

Please report any damage to your Parliament Client Care as soon as possible.

Assessment

- Your event will begin with a pre-event inspection prior to your scheduled event start time; with a member of your Parliament Client Care, once complete you are free to set up and welcome guests.
- On completion of your event (referred to as End time), a post-event inspection will be completed by yourself before you leave the Clubhouse.



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Clubhouse Private Event Waiver Continued

Assessment Continued

- Your Parliament Client Care will also conduct their own inspection the following morning; any noted damage will be the responsibility of the Resident.
- The Resident who has booked the Clubhouse will be responsible in full for any damages to the Clubhouse and/or its premises as a result of their function.

Set-up and Clean-up

- The resident that has booked the Clubhouse is responsible for the set-up and basic cleanup of the Clubhouse.
- Cleanup is to be completed before you vacate the Clubhouse, if any personal belongings or rental equipment need to be picked up later than the scheduled time, please call, email or see your Parliament Client Care to make that request.
- Please wipe down all tables and counters as well as sweep the floors before you leave the Clubhouse.
- Garbage and recyclables are to be secured in bags and deposited into the onsite reuse and recycle building.
- All Clubhouse utensils and appliances are to be cleaned, dried and put away in their proper storage area.
- If the barbeque is used please clean, scrape and brush the grill. Wipe down the stainless steel tops and wipe up any spills or grease stains please.

Failure to comply could result in a fee being charged.

Visitor Parking

When entertaining guests at the Clubhouse please have guests park in labeled visitor parking stalls. Resident stalls are not to be used for guest parking. Always be respectful of your neighbors.

Terms and Cancellations

The Clubhouse is available to book during the hours of (7:00 am – 11 pm), if an event is expected to go beyond these hours please email, call or speak to your Parliament Client Care.

- A Resident can cancel an event at any time. Please be courteous of your neighbors and only book the space when needed.
- The Resident will be held financially responsible to cover the costs of any damaged property during their Event.



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Clubhouse Private Event Waiver Continued

Acknowledgment of Agreement

The resident agrees to use the Clubhouse in a lawful and careful manner to prevent any nuisance from occurring in or around the premises. The resident further agrees to leave the Clubhouse in the same condition it was provided.

The resident understand the use of all Clubhouse amenities will be at the risk of the resident and their guests.

Parliament reserves the right to inspect the premises at any time. Parliament may have a resident or guest removed from the premises who has caused damage or nuisance, or has failed to comply with these rules.

The Clubhouse is for the exclusive enjoyable use for Parliament residents and their guests. The Clubhouse can be used for family related activities where such activities are not advertised, no fees charged and there is no intent to market or sell products or services.

Parliament reserves the right to cancel this agreement without further notice upon any breach of this agreement. Non-compliance of any of the rules or regulations may result in the immediate cancellation of the function.

Parliament has the right to modify the rental agreement prior to any function. If the agreement has been modified between the time the original agreement was signed and the day of the function, the resident must sign the new agreement prior to the function date.

Members assume responsibility for ALL actions of their guests.

The Resident acknowledges having read and understood the terms of this agreement and the Resident agrees, by his or her signature, to accept all terms within the agreement including financial responsibilities to cover additional rental, clean up, security, damage and any other costs incurred as a result of their event.

The resident's use of the Clubhouse will be postponed and his or her FOB deactivated until all fees are paid in full.

Residents Name: _____
(Please print)

Date: _____ Residents Signature: _____

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