



Amenity Room Reservation Agreement

Resident's Name: _____ Unit No.: _____

E-mail: _____ Tel.: _____

This reservation request is for **HP1 (245 Kent)** or **HP2 (235 Kent)**

Date required: _____

Time required From: _____ To: _____

Reservation fee of \$70 attached

Damage deposit fee of \$250 attached

Please make cheques payable to OCSCC809

By signing below, you agree that you have read and will abide by the rules and procedures set out on the reverse.

Resident's signature: _____ Date: _____

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Pre-event Inspection Room OK or details attached

Resident's signature: _____

Superintendent's signature: _____

Date: _____

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Post-event Inspection Room OK or details attached

Resident's signature: _____

Superintendent's signature: _____

Date: _____

Rules and Procedures for Renting the Lounge/Amenity Rooms

1. General

- As a resident of Hudson Park, you are entitled to reserve the lounge/amenity room in either building for private functions.
- At least 10 days notice is required to book a room, and the rental fee and damage deposit are due at this time.
- Each room holds a maximum of 60 people.
- There is no smoking in the amenity rooms, the adjacent patio or any other common areas of the building.
- Your event must end no later than 11 p.m.

2. Your responsibilities

- You must be present throughout the event.
- You are responsible for ensuring that all municipal bylaws and other laws and regulations are respected by everyone present at your event. This includes making sure you have obtained all necessary permits.
- You are responsible for ensuring that all guests respect the condominium rules, including on appropriate behaviour in the amenity room and all common areas, such as the terraces, corridors, lobbies and parking garages.
- You are responsible for the full cost of any damage to the building or its contents that is caused by you or your guests.

3. Before and after

- Do not post signs anywhere in the building.
- If you decorate the room, do not use tape, tacks, nails or anything that will leave damage.
- Collect and remove all decorations and trash at the end of the event.

4. Cost

- The rental fee for the lounge/amenity room is \$70. Please give the Superintendent a cheque, payable to OCSCC 809, at the time of booking, at least 10 days before your event.
- If you wish to cancel your booking, your reservation fee can only be reimbursed if you have provided at least 48 hours notice.
- In addition to the rental fee, a damage deposit of \$250, payable to OCSCC 809, is due at least 10 days before the event. The Superintendent will inspect the room before and after your event, and you have the right to accompany him. If the room is found to be clean, with no damage, loss or theft, the deposit will be refunded to you.
- If your event continues past 11 p.m., a fee of \$100 will be levied for each overtime hour.

Contact the superintendent at HUDSONPARKSUPER@LIVE.CA