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*Ottawa Carleton Standard Condominium Corporation # 803 / # 878*

# Lounge Reservation

I hereby apply to reserve the use of the lounge of O.C.S.C.C. #803-200 Rideau St. and O.C.S.C.C. #878-234 Rideau St.

Unit: \_\_\_\_\_  200 Rideau  234 Rideau

Date of Reservation: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Security Required for the Event \_\_\_\_\_ (40 guests or more)

I have read and agree to all of the **Terms and Conditions** attached in **Appendix A** of this **Lounge Reservation**.

**Infractions against the Terms and Conditions in Appendix A may result in the forfeiture of all or part of the \$500.00 deposit and/or withdrawal of reservation privileges. If damages exceed \$500.00, the costs will be charged against the unit and collected in the same manner as common charges.**

I (print name) \_\_\_\_\_ Phone #: \_\_\_\_\_

Resident agrees to all of the above terms and conditions, and swear I am at least nineteen (19) years of age.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### Official Use

Deposits Received:  \$500 (Damage)  \$80 (Cleaning Fee)

Extra:  Tables (5) and Chairs (20)  Security Guard

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

# Lounge Reservation

## Appendix A - Terms and Conditions

### RESERVATION

- The lounge must be booked for **any gathering of more than eight people**. The lounge must be booked whenever **alcohol is present**. Only adults who reside at 200 Rideau or 234 Rideau may reserve the lounge for private functions.
- The lounge may not be reserved for religious events or commercial undertakings. A minimum notice of **five working days** is required to reserve the lounge.
- Bookings are made on a first come, first served basis.
- Payment for both cleaning charge and damage/security deposit must be made at the time of reservation.
- **Maximum of 40 people allowed in Lounge.**

### CHILDREN

- No child shall be permitted to attend a function in the lounge unless the person making the reservation agrees that each child attending will be under the care and supervision of a responsible adult; or unless the user agrees to pay for supervision of the event by a security guard approved by the Board. (A “child” means a person who is less than 18 years of age.)

### GUESTS

- All guests must be known to the renter and generic invitations such as Facebook are not allowed. This agreement DOES NOT include the use of the POOL, POOL TERRACE, EXERCISE ROOMS or SAUNA, since condo rules restrict each resident to a maximum of TWO (2) guests.

### CLEANING AND DAMAGE/SECURITY DEPOSIT

- I agree to pay a cleaning fee of **\$80.00** payable to **O.C.S.C.C. #803** to be submitted with the Security Deposit. This charge is applied to restore the Lounge to its initial state of cleanliness. The Lounge will be inspected for cleanliness and damage and sealed prior to my use.
- I further agree to pay a Security Deposit of **FIVE HUNDRED DOLLARS (\$500.00)** payable to **O.C.S.C.C. #803**, to be given to the day time supervisor of 200 Rideau St at the front desk at the time of the reservation. If no damage or other costs occur, this deposit will be refunded. If damages or security costs occur, there will be no refund. If the amount exceeds \$500.00, the remaining amount will be levied against me and I agree to pay them. In the event of a non-payment by a renter, the balance of changes or costs will become the responsibility of the landlord.
- The resident reserving the room is responsible for all clear-up including garbage after the event, but not responsible for clean-up which is covered by the cleaning fee. A charge will be imposed if, in the Corporation’s sole opinion, the room was not returned in reasonable condition. O.C.S.C.C. #803/ O.C.S.C.C. #878 are not responsible for supplies left behind.
- **If event is cancelled less than 24 hours before event, cleaning fee of \$80.00 is non-refundable.**

(....continued on page 2)

**SECURITY GUARD**

- For parties or functions deemed by the Corporation to require extra security (between 40 and 50 guests), a security guard is required for the duration of the event at the expense of the person reserving the room. Corporation staff will arrange for the guard. If during the event a routine inspection proves that more than 40 people in attendance, additional security may be called at the renter's expense for the duration of the event, or the function may be terminated. If there are more than 50 people present, the guard will, at his sole discretion, either ask the renter to reduce the number to 50, or close the room. No refund will be given and costs will apply.

**NO SMOKING**

- Smoking is prohibited in the lounge and in all internal common areas of the building.

**NOISE**

- No live bands or professional DJ equipment are permitted in the lounge. Music played in the lounge must be kept at a level low enough so as not to disturb residents.

**DECORATIONS**

- Nothing may be adhered to windows or walls in the lounge. If there is damage to walls or ceiling, the resident will be responsible for the cost of the repairs.

**ALCOHOL**

- The sale of alcoholic beverages is prohibited at any function taking place in the lounge.

**HOURS**

- I agree to terminate the party by MIDNIGHT (12:00 AM) and vacate the lounge no later than 12:30 AM. No pick up or delivery of catering supplies or other equipment is permitted between the hours of 12:30 am and 9:00 am.

**SUPERVISION**

- Corporation Security may check at any time that the policies are adhered to throughout the booked event.

**LIABILITY OF RESERVER**

- By signing the contract form, the resident making the reservation acknowledges full responsibility for the lounge while assigned to the resident, and accepts full responsibility for the cost of repair of any damage to 200 Rideau/234 Rideau property caused by those persons attending the event for which the room has been booked.