



PRIVATE FUNCTION RENTAL APPLICATION

Resident Name: _____
Residents Address: _____
Contact Number: _____
Phase/Corporation: _____
Date of Application: _____

Rental Information

Date of Rental: _____
Purpose of Function: _____
Host: _____
Number of Guests: _____

Area Being Rented:

Heron: Patio: Egret: Mallard:

Start: _____ End: _____

NOTE: Rental is for a maximum of 4 hours including set up and tear down/clean up.
If additional time is needed, please advise Management or Clubhouse Coordinator

Fire Department Regulations:

Heron Room: 298 persons when seated & 236 with chairs and tables
& 204 for dining & 168 when dining and dancing

Mallard Room: 48 people when seated & 38 with chairs and tables

Egret Room: 68 people when seated & 54 with chairs and tables.

Notes: _____

Phase Representative Contact: _____

TERMS AND CONDITIONS

Rental Fees & Security Deposits:

Note: All Cheques are to be made out to "CLUBHOUSE". Security Deposits will be held for 7 days after an event. After that time the cheque will be destroyed.

Heron Room : Rental fee - \$200
Security Deposit \$300

Mallard/Egret Room: Rental fee - \$50
Security Deposit \$100

Cancellation Policy:

Cancellation can be submitted in writing no later than 7 days prior to an event. Upon timely cancellation the full Rental Fee will be refunded, and the deposit cheque returned to the applicant.

Initial:

Conditions:

a) Space for private functions is limited to the RENTED ROOM ONLY and for the time frame stated on this application. Rental of the Heron Room includes the use of the Heron Room kitchen. Guests are to use the washrooms facilities on the floor where their event is taking place – all other areas are OFF LIMITS Including outside amenities. All damages caused by guests of the applicant's function will be deducted from the security deposit provided upon booking.

Initial:

b) Special exceptions may be given for access to additional areas upon written request and permission from the Clubhouse Committee. This must be requested at the time of booking. Details of the request are to include the area/room requested, and the number of people who will be using the area during the private function. All damages caused by guest of the applicant's function will be deducted from the security deposit provided upon booking.

Initial:

c) Areas that are off limits are maintenance rooms, mechanical rooms, storage rooms, the library, games room, fitness centre, aquatic centre, Pickle/Tennis Court, Bocce Ball Court, Shuffle Board.

Initial:

d) I / we do hereby agree that no alcoholic beverages will be sold for consumption and to abide by all the laws governing the serving of alcohol at this function.

Initial:

e) I/ we do hereby indemnify and save harmless the Clubhouse, Twenty Place, its boards of Directors, the Property Manager, the Clubhouse coordinator, and their heirs and assigns from

any and all liabilities, damages, costs that may be brought against them resulting from the use of the Clubhouse facilities for this private function.

Initial:

f) Resident applicants must provide their own kitchen supplies, i.e., cutlery, plates, bowls, towels and clean- up materials.

Initial:

g) The Clubhouse Coordinator/Committee shall determine whether a security guard, selected by the Corporation, is required to be present at the function at the applicant's expense.

Initial:

h) Special Set up or additional cleaning that requires the assistance of the Clubhouse contracted custodian will be charged at a rate of \$40/hour. For Egret Room bookings – return all tables and chairs to their original position.

Initial:

i) In submitting this application, I/ we hereby accept all terms of the Policy for the use of the Twenty Place for Clubhouse for Private Functions and other conditions as appear on this application.

Initial:

Resident 1 Signature: _____

Date: _____

Resident 2 Signature: _____

Date: _____

THE CLUBHOUSE IS AN EXTENTION OF YOUR HOME. IF IT'S NOT ACCEPTABLE THERE, IT'S NOT ACCEPTABLE HERE.

For Office Use:

Office Admin: _____

Date: _____

Rental Fee \$: _____ Date Received: _____

Received By: _____

Security Dep \$: _____ Date Received: _____

Received By: _____

Security Dep. Returned to: _____

Date: _____