

## PARTY ROOM RENTAL AGREEMENT

Between

**ELLIPSE SHARED FACILITIES**

And

-----  
("Applicant")

Address: \_\_\_\_\_ Lee Centre Drive, Scarborough, Ontario

Suite #: \_\_\_\_\_ Telephone #s: Home \_\_\_\_\_ Mobile \_\_\_\_\_

Is the Applicant an Owner: Yes ( ) or No ( )

If "No" Owner's Name: \_\_\_\_\_

### NOTE:

- **Party must end by 12 a.m. (MIDNIGHT).** Initial \_\_\_\_\_
- **No music system/DJ allowed from outside in the party room.** Initial \_\_\_\_\_
- **Music volume will be monitored by security officer on duty.** Initial \_\_\_\_\_
- **No decoration to be taped or glued anywhere in the party room.** Initial \_\_\_\_\_
- **No sparklers/fireworks allowed anywhere on site.** Initial \_\_\_\_\_
- **The corporation does NOT supply tables or chairs.** Initial \_\_\_\_\_
- **Violations of the rules are subject to termination of party immediately by the security officer on duty.** Initial \_\_\_\_\_
- **Violation fee of \$500 will be charged.** Initial \_\_\_\_\_

### 1. DETAILS OF EVENT

DATE: \_\_\_\_\_ No. OF HOURS \_\_\_\_\_

TIME: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm (**must end by 12 a.m. (MIDNIGHT)**)

PURPOSE: \_\_\_\_\_

**(Not for commercial or fundraising use, stag parties or live performances.)**

PLACE: Party Room (Ellipse Recreation Centre)

NUMBER OF ATTENDEES: \_\_\_\_\_ (Maximum capacity is 60 persons)

## **2. APPLICANT'S RESPONSIBILITIES / RULES FOR THE EVENT**

- **Applicant must be a resident of Ellipse I or II**, must be the sponsor of the event, must be present during the party and is responsible for the guest's behavior and any theft and/or damages.
- Applicant is responsible for ensuring that all laws, by-laws, regulations are obeyed and all (if any) required permits are obtained.
- **No Music System or DJ** allowed from outside in the party room.
- Music volume will be monitored & controlled by the security officer on duty.
- The event is restricted to the rooms rented (Party Room).
- **No signs** are to be posted anywhere in the building, no exits/entrances to be blocked or jammed open. All garbage in the party room areas are to be removed and collected at the end of the event.
- **No excessively loud music or other disturbances are allowed. Building Security, Property Management can immediately terminate the party if it disturbs the residents or if any of the rules listed in this Agreement are violated. In that case, the Damage Deposit (See Section (4) charges) may be forfeited and the Applicant may be denied future use of the Party Room.**
- **No Cooking & No Smoking** or Fire Hazards allowed.
- A list of Guests must be supplied on week prior to the date of the event.
- Ensure that the guests must register their car with the concierge before going into the party room.
- **No foods and drinks** allowed outside the Party Room.
- If alcohol is being served at the party, the applicant must obtain the required permit and provide a copy to the Management before the day of the party.
- Management is not responsible for providing parking space to the guest of the applicant.

## **3. INDEMNITY**

The Applicant and its guests agree to indemnify and save harmless the agents and employees from and liability, damages, suits or actions which may result from the use or misuse of the facilities. The agents and employees shall not be liable for any losses, damages, thefts or expenses incurred by any of the participants in the Event. The Applicant shall defend the agents and employees against any claims arising from the Event and shall pay all costs, legal fees, etc. that result from any such claims. **CANCELLATION POLICY:** must be given in writing with a minimum of 72 hours notice.

## **4. CHARGES**

- **\$300.00** Damage Deposit, payable to **ELLIPSE SHARED FACILITIES** by a personal cheque at the time of booking. Will be refunded if no damages/thefts occur and the Event complies with the Rules agreed to.
- **\$135.00** Rental & Cleaning Charge, payable to **ELLIPSE SHARED FACILITIES** by a personal cheque at time of booking.
- **\$17.00/hour** for security charges for the duration of the party, **minimum 4 hours**, payable to **ELLIPSE SHARED FACILITIES** by a **certified cheque / money order** at the time of booking. For 40 guests or less, one security guard is required; and between 41 to 60 guests, two security guards are required.
- **If you do not divulge correct number of guests, a charge of \$300.00 will apply.**
- **Setting off the fire alarm under false pretenses, a charge of \$350.00 per fire truck will apply.**
- **ALL ABOVE CHARGES ARE DUE TO 10 DAYS IN ADVANCE OF THE EVENT.**