RENTAL AGREEMENT FOR THE EXCLUSIVE USE

OF THE SALUS AQUA CLUB UPPER FLOOR

 ***FOR STAFF PURPOSES ONLY – PLEASE DO NOT WRITE HERE***

**GATHERING DATE:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **PAYMENT METHOD:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MEETING TIME:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **DAMAGE DEPOSIT PAID:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***- PLEASE BEGIN FILLING IN FORMS HERE -***

**Will alcohol be present at this event?** Yes No

**Copy of Liability Insurance provided to Aqua Club Management?** Yes No

*(Copy of Insurance should be attached to the back of this document once obtained)*

**Would you like the outdoor patio space included in your rental?**  Yes No

*(If not, then it will be available for other residents to use as they wish during your event.)*

**Will you need access to the items in the kitchen cabinets during your rental?**  Yes No

**Will you need access to the handicapped elevator during your rental?**  Yes No

**Will you be using the billiard equipment?**  Yes No

**Resident’s Name:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Strata Plan:** TH ZTH 6628 6688 **Unit #:** \_\_\_\_\_\_\_\_\_\_\_ **Daytime Phone:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose of Rental:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **# of Guests:**\_\_\_\_\_\_\_\_\_\_\_ (no more than 60)

**Party Date:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Party Hours:** From: \_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_

The Aqua Club is for your enjoyment. In order for this facility to continue to be enjoyed in its current state, it is important that each Resident treat it as part of his or her own home. Damage to the Aqua Club and its contents affects all owners and Residents because repairs and replacement of damaged or stolen property comes out of the Aqua Club budget, which comes from your strata maintenance fees.

For the purposes of this Agreement, Resident means the Owner of the unit who is registered on the title, the spouse of an Owner (who resides in the Strata Lot but who is not registered on title) or the legal tenant, whose name was provided to the applicable Strata Corporation on the Form K, Notice of Tenant’s Responsibilities.

A security deposit of $200.00 (two hundred dollars), in the form of a cheque payable to Salus Aqua Club is required in order to reserve/hold the upper floor for your event. The cost for a Resident booking the Aqua Club Upper Floor is $75 (seventy-five dollars) per 6 hour block of time (10am-4pm **or** 4pm-10pm) or $150 for both blocks (10am-10pm). Payment may be made by cheque (payable to Salus Aqua Club). The security deposit may be returned (whole or in part) once Aqua Club staff or a Management Committee Member has done an inspection. A booking may be cancelled 30 days prior to the reserved date to receive a full refund. Credit toward a future booking will be given for cancellations with less than 30 days’ notice. At the discretion of staff, a full refund will be considered if a booking is cancelled with less than 30 days’ notice in cases of exceptional circumstances, if sufficient evidence is provided.

**Access will not be provided for the upstairs interior area so that it can be set up in advance, any setup or cleanup must occur within the boundaries of the time booked.**

**All decorating must be done with materials that are easy to remove and do not leave damage or permanent marks, and must be removed at the end of the rental (i.e. do not use pins, tacks, putty, or tapes that can damage the finish). Use of confetti is also prohibited.**

A key will be provided for the handicapped elevator if required. The rental fee includes the use of tables and chairs, along with the other items in the kitchen. The Resident renting the upper floor of the Aqua Club is responsible to ensure that all items are cleaned and returned to the same places that they were taken from. The Resident renting the Aqua Club must immediately report the breakage of any items to staff along with any problems with any of the equipment. Failure to report problems with equipment could result in charges to the strata lot that rented the Aqua Club Upper Floor, as damage can worsen if not repaired right away.

**I AGREE TO THE FOLLOWING TERMS:**

1. I am the Resident renting the Upper Floor of the Salus Aqua Club and I am aware that I must be in attendance at all times during this event.
2. No one under the age of 19 may be present without an adult **resident** present at all times.
3. I am responsible for the conduct of my guests.
4. I am aware and will make my guests aware that the Aqua Club is equipped with security cameras.
5. I have read the Aqua Club Rules in their entirety and agree that I will abide by these rules. I will also ensure that my guests abide by these rules at all times during the event.
6. I understand, and agree, that if anyone attending the event violates the Aqua Club rules they will be given one warning and if the violation of the rules continues, they will be asked to leave. I understand that if I am the person violating the Aqua Club rules and continue to do so after one warning, the event may be shut down and all guests asked to leave.
7. I understand that I am responsible for clean-up before the end of the time booked for the event as detailed in the Aqua Club Rules and that should I fail to clean up the Aqua Club as required, the cleaning will be done and deducted from my deposit. I understand that any costs over and above my deposit will be charged back to the account of the strata lot where I reside, and that I am responsible for those charges.
8. I understand that no one (myself included) may stop or park a vehicle in the street in front of the Aqua Club at any time. If we need to load/unload, we may park in the trades spot at the discretion of Aqua Club staff.
9. I understand that my guests are expected to enter through the upper rear entrance of the club and I **MAY NOT** prop the lower front or back door open at any time. Guests may enter the front door if you wish to come down and let them in but doors will not be held/propped/jammed open in any way.
10. I understand that all who book an event at the Aqua Club must follow the below rules in regards to alcohol:
	1. **Alcohol Sales** - alcohol will **NOT** be sold **under any circumstances.**
	2. **Alcohol Use** - alcohol may be consumed without proof of a liquor license, however proof of liability insurance must be provided with **no exceptions**.  If proof of liability is not provided **within 24 hours** of the beginning of your event, then you will not be allowed to have alcohol at your event.
	3. **Failure to Abide by Rules** - If you choose not to provide proof of insurance and are caught with alcohol, your event will be shut down, and all guests asked to leave, immediately. **NO exceptions.**

**I have read the above and agree to abide by these terms and conditions:**

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

Resident Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Staff Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Important Rules & Regulations in

Regards to your Aqua Club Booking

**Date & Time Booked**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date Booking was Made:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Meeting Time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Liability Insurance Provided:**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **All Payments Made:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Now that you have secured your booking at the Aqua Club, please ensure you brush up on all of the Aqua Club rules and regulations before your event date. Below are the terms you agreed to when you signed your booking forms:

**BY SIGNING YOUR BOOKING FORMS, YOU HAVE AGREED TO THE FOLLOWING TERMS:**

1. You are the Resident renting the Upper Floor of the Salus Aqua Club and you are aware that you must be in attendance (do not leave the upper floor) **at all times** during the event.
2. No one under the age of 19 may be present at any time without an adult **resident** present.
3. You are responsible for the conduct of your guests.
4. You are aware and will make your guests aware that the Aqua Club is equipped with security cameras.
5. You have read the Aqua Club Rules in their entirety and agree that you will abide by these rules. You will also ensure that your guests abide by these rules, at all times, during the event.
6. You understand, and agree, that if anyone attending the event violates the Aqua Club rules they will be given one warning and if the violation of the rules continues, they will be asked to leave. You understand that if you are the person violating the Aqua Club rules and continue to do so after one warning, the event **WILL** be shut down and all guests asked to leave.
7. You understand that you are responsible for clean up before the end of the time booked for the event (as detailed in the Aqua Club Rules) and that should you fail to clean up as required, the cleaning will be done by Aqua Club Staff and deducted from your damage deposit. You understand that any costs over and above your deposit will be charged back to the account of the strata lot where you reside, and that you are responsible for those charges.
8. You understand that no one (yourself included) may stop or park a vehicle in the street in front of the Aqua Club at any time. If you need to load/unload, you may park in the trades spot at the discretion of Aqua Club staff.
9. You understand that your guests are expected to enter through the upper rear entrance of the club and you **MAY NOT** prop the lower front or back door open at any time. Guests may enter the front door if you wish to come down and let them in but doors will not be held/propped/jammed open in any way.
10. You understand that all who book an event at the Aqua Club must follow the below rules in regards to alcohol:
	1. **Alcohol Sales** - alcohol will **NOT** be sold **under any circumstances.**
	2. **Alcohol Use** - Proof of homeowner’s liability insurance must be provided with **no exceptions** if alcohol is to be consumed.
	3. **Failure to Abide by Rules** - If you choose not to provide proof of insurance and are caught with alcohol, your event will be shut down, and all guests asked to leave, immediately. **NO exceptions.**

If you have any questions at all about your booking or if you need to cancel/make changes to your event, please contact Steve during one of his regularly scheduled shifts. Thank you very much and enjoy your event!

**Steve’s Shifts & Contact Info:**

Evenings: 6:15pm-10pm

Days off: As scheduled & STAT holidays

**Contact:** 778.578.7119 or coordinator@salusaquaclub.com

**Post-Event** Cleaning and Damage Checklist – Salus Aqua Club

Below is a detailed list of what must be done in order for staff to consider the room “clean” after your booking. Should you fail to complete these tasks, and you are still present, you will be given a few minutes to take care of them right away (so long as it is not already after 10pm). If you are not present, cannot take care of them, are out of time, or choose not to, then a portion (if not all) of your deposit will be kept in order to compensate for the cleaning required and any time spent by Aqua Club staff in order to make the room useable again.

|  |  |
| --- | --- |
| **AREA** | **CLEAN** |
| KITCHEN | Floor, cupboards and counters are free of dirt, stains and cleaned of spills.  |
| MICROWAVE | Inside is cleaned of splashes. Outside is free of fingerprints. |
| FRIDGE | Inside is emptied and cleaned. Outside is free of fingerprints. |
| STOVE/OVEN | Inside of oven and stovetop are cleaned of food spills and fingerprints. |
| FLOORS/CARPETS | Clean of garbage and spills. Hard floors have been swept and carpets have been vacuumed. |
| WASHROOMS | No paper towel pieces on the floor, counters are dry and wiped clean. |
| WALLS/DOORS | All decorations and adhesives are taken off walls and windows. No damaged to walls and/or paint. Glass doors are cleaned of fingerprints and smudges. |
| WINDOWS | Windows are cleaned of fingerprints and smudges. Mechanism works. |
| CEILING | No balloons, decorations, dirt or liquid marks on ceilings. |
| UPPER LOBBY | Upper lobby is clean of waste, spills, food stuffs, has been swept, etc. |
| STAIRS | Stairs are clean of waste, spills, food stuffs, have been swept if necessary, etc. |
| PATIO | Patio area is cleaned of trash. Furniture is wiped down and put back roughly where it was found. Barbecue has been cleaned, covered and gas is turned off. Fireplace is turned off.  |
| POOL TABLE | Clean and free of spills. Pool equipment is returned to Caretaker. |
| DISHES | Washed and all accounted for – any broken dishes reported to Caretaker. |
| DISHWASHER | Dishes should be finished washing and machine should be emptied. If this is not possible, the dishwasher must at  |

**NOTES:**

* All garbage **must** be collected and removed from the party room. It is the responsibility of the renter to dispose of ALL garbage on their own.
* Please make sure that the room is in the ***same condition*** (or better) as it was during pre-event walk-through (including furniture arrangement).
* **AGAIN:** The above list is the minimum necessary cleaning required to consider the room “clean”. Once caretaker has determined all tasks were completed they will sign off on your paperwork and release you from your booking. Once the cleaning staff has been in to ensure nothing was missed (usually the next day), your damage deposit cheque will be made available for pick-up from Steve two days after the booking date. He will not contact you – if you wish to pick up the cheque, please contact him no sooner than a minimum of two days after your event.
* **As stated above:** Should you fail to complete the above tasks (or something is damaged), and you are still present, you will be given a few minutes to take care of the issue right away (so long as it is not already after 10pm). If you are not present, cannot take care of them, are out of time, or choose not to, then a portion (if not all) of your deposit will be kept in order to compensate for the cleaning required, damaged to be fixed and/or any time spent by Aqua Club staff in order to make the room useable again.

***Please don’t hesitate to contact the Aqua Club Staff at any time if you have questions about your booking.***

***Thank you very much; we hope you enjoy your event!***