



Dear Resident

Please observe the following rules and regulations for booking the Clubhouse for private functions:

1. The Clubhouse (including the stove, microwave and refrigerator) and its immediate surroundings including toilets are to be thoroughly cleaned after the event and prior to 7AM the following morning. Garbage bins in the kitchen and bathrooms must be cleaned as well.
2. Should the barbecue grill be used, it must be thoroughly cleaned.
3. If it is found that cleaning has not been done satisfactory or at all, you will be charged a MINIMUM of \$100.00 to have it cleaned. Cleaning of the barbecue grill will be an additional charge.
4. No school or business functions of any kind are to be held. The property manager is to be notified of the type of function in advance. If there is a breach, security personnel will be authorised to ask all guests to leave.
5. There is to be a maximum of seventy-five (75) persons in attendance at your function.
6. There is to be **NO SMOKING** on the patio or inside the clubhouse.
7. There is to be **NO MOUNTING OF BANNERS OR DECORATIONS** on the walls of the Clubhouse. Any damages to walls will result in a repainting charge which may include the entire room.
8. There are 17 parking spaces available, which will be pointed out to you when you pay the deposit and sign the terms of the rental. 10 spaces are around the clubhouse and 7 are near the entrance to the pool on the southern side of Millennium. **The garbage hut must not to be blocked.**
9. Security must be informed of the car numbers and names of your guests who will be attending the function.
10. In the event of an accident or problems, you, the host, will be held fully responsible; furthermore, you are liable for the actions of your guests. The appropriate public liability cover must be taken out prior to the event and proof given to the office at Millennium Heights, when requested.
11. Jumping tents and fun rides can be very dangerous. We therefore require that adequate insurance be taken out before they are set up. These items should never be left unattended and must be removed as soon as the function is over.
12. Any tables, chairs or equipment of any kind brought to the Clubhouse for your event **MUST** be removed from the premises by 9am the following morning.
13. Bookings are not confirmed until you have paid in the refundable deposit of \$200.00 and proof of insurance if applicable. This must be done no later than 48 hours in advance of the scheduled event.

14. **Speakers are not permitted outside of the enclosed floor area of the clubhouse.** There is to be no loud music or noise coming from the Clubhouse after 12.00AM. The security guards have the authority to turn off the power and request that any noisy or boisterous persons do leave the premises.

We ask that you consider your fellow residents when having a function and keep the noise to a minimum level and respect their privacy by restricting all guests to the immediate environs of the Clubhouse. The gym facility is out of bounds to all guests.

Please sign below indicating your understanding and agreement to the rules set out above.

Resident(s) hosting the function: _____

Unit #: _____

Function date: _____

Function Time: _____

Type of function: _____

Number of persons attending: _____

_____ Signature

_____ Date

Please note that any infraction of the above rules will result in the termination of the event and all visitors to Millennium will be asked to leave.

Regards
Management
Millennium Heights Association Inc.

<u>FOR OFFICIAL USE ONLY Do Not Write in this section.</u>			
Deposit Received?	YES	NO	Date Received
Received By:	Cash/Cheque #		
Function:	Approved/Disapproved		Signed:
Date Refunded	Amount Refunded		