



## Common Room Booking Contract

Date and Time of Booking: \_\_\_\_\_

Name and Suite #: \_\_\_\_\_

**I / we understand and agree to follow the following rules and regulations regarding the Common Room at 1044 Wilkes Ave. The rules and regulations are the following:**

- The Common Room is for use by Residents and their guests only. Residents must always be present with their family members and guests.  
The Common Room may be used:  
Sunday – Thursday **9:00 am – 10:00 pm**  
Friday & Saturday **9:00 am – 11:00 pm**  
Holidays **9:00 am – 11:00 pm**
- No smoking is permitted in the Common Room.
- No pets are allowed in the Common Room at any time. \_\_\_\_\_ **(Initial)**
- No tape to be used on walls. If you wish to have balloons, streamers, etc. up on the wall – please use suction cup hooks or sticky-tac only. Tape damages walls and will result in the loss of your deposit. \_\_\_\_\_ **(Initial)**
- Only clean, dry footwear is permitted in the Common Room.
- The last person leaving the Common Room is asked to make certain all lights and T.V. are turned off and door is locked.
- Any damage or malfunction of equipment should be reported to the Property Manager.
- Abuse of any furnishing will result in privileges being suspended indefinitely. Reinstatement of privileges is at the sole discretion of the Board of Directors
- The Condominium Corporation is not responsible for any lost, stolen, damaged or stored property left in the Common Room.
- The Common room may not be reserved or used for any commercial uses, sales, memberships, outside clubs, political or promotional events or seminar.
- Rules and regulations with respect to the Common Room are subject to change by The Board.
- Where there are conflicts or other unanticipated challenges/problems with the Common Room use, the matters will be dealt with at the discretion of The Board.
- Residents are to use the Common Room at their own risk, and each resident will, by using the Common Room, agree that the Building Management and Condominium Corporation shall have no liability whatsoever with respect to the Common Area.
- **PLEASE RESPECT OTHER RESIDENTS** and keep the noise to a minimum. **DO NOT** party or visit in the hallway. \_\_\_\_\_ **(Initial)**
- Valid written noise complaints may result in the loss of deposit. \_\_\_\_\_ **(Initial)**
- 3 complaints from other Residents for excessive noise may result in loss of use of the Common Room. \_\_\_\_\_ **(Initial)**

The Common Room will be clean prior to your event by cleaning staff. We require **you** to clean the Common room after your event. There will be an inspection walk through done prior and after use, by a representative of the Property Management Team.

There is a \$100.00-dollar deposit that is required, prior to use. This deposit will be returned once the Common Room has been deemed it is in the same condition as it was prior to your booking. A member of Genesis Property Management Group will complete a walk through on the following business day. In addition, there is a \$50.00 non-refundable charge to book the Common Room.

**In total, and to hold your booking, please attach a cheque to your contract for \$150.00 made out to WCC992. Please note that third party cheques will not be accepted.**

**There are extra tables & chairs and a highchair available for your use.**

**If required, please notify Genesis Property Management Group Inc. and we will ensure that they in the room prior to your event.**

\*\*\*Contracts must be in the drop box no less than 15 days prior to an event booking. A cheque must accompany the contract. This allows time for contract to be picked up by Genesis on a regular building inspection cycle and time for the cheque to clear.

In an instance where the booking is 14-7 days prior to the event, the contract must be emailed to our office and monies must be e-transferred to [info@genesismanagement.ca](mailto:info@genesismanagement.ca).

There are no exceptions.\*\*\*

By signing this document, you agree to follow all rules and regulations in the Common Room, also you understand that if the Common Room is not deemed in the same condition after your event or if you are found in violation of the rules and regulations, you will not receive your deposit back.

Notes as to condition of the room prior to event:

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Date and Signature from Resident

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Date and Signature of Genesis Property Management Representative