

CROSSBOW POINT, 165 Crossbow Place
Great Room User Agreement

As an Owner/Tenant I AGREE that my use of the Great Room is subject to the following:

1. **The Room is available** for rental up to an 8-hour period of dedicated use between 6 a.m. and 11 p.m. and inclusive of event set-up and clean-up, Monday through Sunday, unless otherwise approved by the Board. A no-charge option is available (3-hour max.; up to 25 attendees; excludes the use of kitchen/BBQ). Bookings can be made up to 6 months in advance of the date of the event.
2. **Noise:** No outdoor activities (e.g. gatherings on deck or in parking lot) are permitted before 10 a.m. and after 10 p.m. I confirm that I will comply with the Town of Canmore's by-laws regarding excessive noise.
3. **FEES (circle applicable: a-#1 or a-#2 or d-#3)**
 - a. **User Fee #1-\$125 or #2-\$95:** \$125 for up to 50 attendees; \$95 for up to 25 attendees. Payable in full within 7 days of the booking, or the booking will be cancelled. E-transfer or cheque. No cash.
 - b. **Refunds:** Cancellations advised more than 2 weeks before the event date are subject to a non-refundable \$30 booking fee; cancellations within 2 weeks of the event are non-refundable.
 - c. **Payment:**
 - i. **Cheque made payable to CROSSBOW POINT**, and provided to the Rental Manager at cbgreatroom@gmail.com along with the signed copy of this Agreement; or
 - ii. **Interac e-Transfer funds to cbgreatroom@gmail.com**; complete this **signed Agreement** and submit to cbgreatroom@gmail.com
 - d. **User Fee #3: NO CHARGE for exclusive limited use:**
 - i. 3 hours maximum duration, with up to 25 attendees;
 - ii. Kitchen and/or barbeque use is excluded;
 - iii. Complete this signed agreement.
4. **Inspection:** This Agreement is subject to post-event room inspection.
5. **I am liable for any additional cost** to repair damage or to complete extraordinary cleaning. The payment of all such charges is due in full upon receipt of the invoice. Charges unpaid by me will be charged at an interest rate of 18 percent per annum, compounded annually until paid. If unpaid, I understand that such costs may be added to the owner's condominium assessment as a special levy to be paid by the regular monthly due date.
6. **Minor clean-up by condo staff** incurs no extra charge.
7. **Limitation of use areas:** I have limited use of the Great Room, the deck area, and the kitchen. Adjacent areas are out of bounds (excluded from the rental are such amenities as the swimming pool, library, theatre, pool tables, shuffleboard, etc.).
8. **Use is not permitted** for any political, religious, commercial, retail, business, and 'for profit' related organizations and purposes.
9. **No Pets** (non-compliance is subject to an additional charge of \$100)
 - a. **Service Dogs Act, Alberta:** Certified Service Dogs, along with their Certified handlers, are permitted if copies of recognized documentation are provided in advance. An additional cleaning charge of **\$35** applies.
10. **Children under the age of 18** will always be always under direct parental supervision.
11. **I will always be present** when my guests are in the building.
12. **I shall be responsible for the conduct** of my guests.
13. **Signage**, provided by the condominium, will be posted indicating the name and unit number of the User; the sign is to remain in place for the duration of use.
14. **No Smoking/vaping/cannabis use** within the buildings, including the balcony. Smoking/vaping outside is not to occur within 5 metres of any opening of our buildings.
15. **Parking** is limited and is required for other guests at Crossbow Point. I agree to minimize the parking needs of my guests (e.g., arrange transportation for my guests to the site). I understand that parking on Crossbow Place road and laneways is not allowed.
16. **Security:** The building will be maintained securely by a responsible adult designated by me and who will attend the door when guests arrive to permit secure access. The building access doors will NOT be propped open at any time.
17. **Setup and Cleaning:**
 - a. No alterations to the room are allowed other than the movement of furniture. Such furniture will be returned to its pre-event location.
 - b. If the room is to be decorated, all decorations will be freestanding. Helium balloons and/or confetti are NOT permitted.

- c. I am responsible for setting up, taking down, and putting away tables and chairs. They will be wiped down and cleaned before storage.
 - d. The kitchen will be left clean and tidy. All used dishes and equipment will be left clean and put away. In failing to do this, I agree to pay an additional **\$75** cleaning charge.
 - e. Garbage is to be placed in a large plastic bag and left in the kitchen for disposal.
 - f. Recycling and refundables should be deposited in appropriate bins as may be applicable.
 - g. Barbecue use: The BBQ will be turned off at both the burners, the supply line will be turned off, the grills will be brushed clean, and the cover replaced.
 - h. I will ensure that all lights and ceiling fans are turned off and that all doors and the kitchen window are closed and locked at the end of the event.
 - i. At the discretion of the Board, additional charges may be levied if extra cleaning or other work is required to be done by staff.
18. **Damage:** I will advise the Board's Booking Representative immediately of any damage.
19. **Kitchen Key:** To be returned to the Board's booking representative by noon of the day following, or as per agreed-upon alternate arrangements.
20. **Revocation of privileges:** The Board may revoke future Great Room 'exclusive use' privileges if, in their opinion, I have failed to comply with this Agreement.
21. **Waiver of Liability- I hereby release, discharge, indemnify and save harmless the Crossbow Point Condominium Corporation, and all of its owners, directors, officers, employees, agents, representatives, successors and assigns, from and against any and all liability, claims, demands, damages, costs, expenses, actions and causes of actions (the "Claims") in respect of any death or injury to any person, or any loss of or damage to any property, howsoever caused, arising out of or which may arise by reason of my use of the Great Room pursuant to this Agreement, and whether prior to, during or subsequent to my use of the Great Room, and whether any such Claims are advanced by any of my guests or any other person claiming to be affected.**

User to initial
box >>

I further understand that:

- 1. Use is subject to the Owner being in good financial standing with the Condo Corporation as of the date(s) of use. Non-compliance results in the loss of Use privileges by an Owner and any applicable Tenant.
- 2. Reservation and use of the Great Room are on a "first come, first served" basis.
- 3. Any dispute resulting from the use of the Guest Room, or the conditions within this document, is to be referred to the Board for final decision.

I/we, _____, owner/tenant(s) of # _____ - 155 / 175
Crossbow Place, Canmore, Alberta have read and accepted the above Great Room User Agreement.

Event date (up to 6 mos in advance): _____ and times from _____ to _____.

The expected number of attendees is _____ persons (not to exceed 50)

(Owner/Tenant Signature)

<date>

(Board's Booking Representative)

<date>

PRE-EVENT:

Room Inspector's Signature Prior to the Event

<date and time>

POST-EVENT:

Room Inspector's Signature Following the Event

<date and time>

Comments: _____

USE THIS CHECKLIST ON THE DAY OF YOUR EVENT

___ Tables and chairs are wiped down and placed in storage room

___ Garbage

___ Waste items and general garbage, including napkins, paper plates, food spillage, etc., are picked-up and placed in a closed garbage bag

___ Recyclable items are separated if practical to do so

___ Refundable items (milk containers, beer bottles, wine bottles, etc.) are separated

___ Kitchen and Barbeque

___ Kitchen items (dishes, glasses, pots, tools and utensils) are cleaned and put away

___ Coffee pot is cleaned and put away

___ Food, that is yours, is removed from fridges and kitchen

___ Patio and Kitchen doors are closed and locked

___ Barbeque is turned off and the supply line valve closed; grills brushed clean and the BBQ cover replaced

___ Kitchen window is closed and locked

___ Decorations put up for the event are removed or placed in garbage

___ Furniture is returned to initial positions

___ 'Private Event' sign is removed from the Great Room entrance area and returned to the Kitchen or placed next to the Kitchen Door

___ Lights and Ceiling Fans are turned off

___ Any damage is reported to the Booking Representative

___ Key is returned to the Booking Representative