

GREAT ROOM USE AGREEMENT (Standard use)

**CROSSBOW POINT OCP#0310034
OWNERS FIRESIDE LODGE
165 CROSSBOW PLACE
GREAT ROOM USE AGREEMENT**

1. I am an owner or a registered tenant of the unit as declared at the end of this Agreement.
2. The Room is available for use for an eight (8) hour maximum period between 6 a.m. and 11 p.m., Monday through Sunday, unless otherwise approved by the Board:
 - i. up to 6 hours for the event, exclusive of set-up and clean-up time;
 - ii. up to 2 additional hours for set-up and clean-up.
3. No outdoor activities will take place before 10 a.m. or after 10 p.m. I also confirm that I will comply with the Town of Canmore by-laws regarding excessive noise.
4. The **User Fee of \$125.00 or \$75.00**, for up to 50 attendees or up to 25 attendees respectively, **is payable in advance at the time of booking**. Cancellation with a full refund is available up to four (4) weeks prior to the date of the event. Cancellation with a 50% refund is available within four (4) weeks of the date of the event.
5. A **Damage Deposit of \$75.00 is payable in advance at the time of booking**. This will be fully refunded with any cancellation.
6. This Agreement is limited to room use, room inspection, and minor clean up by condo staff.
7. I will be liable for any additional cost to repair damages or to complete extraordinary cleaning resulting from my 'exclusive use'. I understand that the payment of all such charges must be made upon receipt of invoice. I also agree that any charges unpaid by me will be added to the owner's condominium assessment as a special levy and charged interest at a rate of 18 percent per annum, compounded annually until paid.
8. This Agreement permits my guests and me the limited use of only the Great Room, the deck area and the kitchen. **Adjacent areas are out of bounds and the function may not overflow to the other areas of the Owner's Fireside Lodge (swimming pool, library, theatre, pool tables, etc.).**
9. Use is not permitted for any political, religious, commercial, retail, business and 'for profit' related organizations and purposes. Functions supporting 'not-for-profit' organizations are permitted.
10. Pets are not permitted.
11. Children under the age of 18 will be under direct parental supervision at all times.
12. I will be present at all times when my guests are in the building.
13. I shall be responsible for the conduct of my guests.
14. A sign, provided by the condominium, will be posted indicating the name and unit number of the Owner booking the Great Room and this sign will remain in place for the duration of of use period.
15. **No Smoking** will occur within the building, nor within any structural adjoining areas, including the balcony.
16. As **parking** is limited and is required for other guests at Crossbow Point, I will act in good faith 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.
17. The number of guests will not exceed the occupancy as set out at the end of this agreement.
18. As the building is to be maintained in a secure fashion a responsible adult, designated by me, will be in attendance at the door when guests are arriving to permit guest access, and to assist in ensuring that guests comply with the guidelines and rules contained in this Agreement. **The building access doors will NOT be propped open at any time.**
19. With regard to 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 or confetti are NOT allowed.
 - c. I am responsible for setting up, taking down and putting away tables and chairs. They will be wiped down and cleaned prior to storage.

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POST EVENT:

Room Inspector's Signature Following the Event

<date and time>

Comments: _____

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USE THIS CHECKLIST ON THE DAY OF YOUR EVENT

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Checklist - Please ensure the following before you leave:

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, grills brushed clean and cover back on

Kitchen window is closed and locked

Any decorations put up for the event are removed and 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 are turned off

Any damage is reported to the Booking Representative

Key is returned to the Booking Representative