

Dear Owners and Tenants,

As a part of the Board's regular review of Crossbow's amenities provision and offering to owners/tenants, the rental terms for the Great Room have been updated, with effect from February 1, 2023.

THE CHANGES:

- **RENTAL RATE:** A change. The change is that the rental rate for the Great Room (including the kitchen and bbq) for an 8-hour period, for up to 25 people, is being adjusted from \$75 to \$95. This change is more reflective of our operating costs while allowing us to continue to provide a cost-effective and valuable benefit to our owners.
- **DAMAGE DEPOSIT:** Eliminated. Previously the required damage deposit was \$75. The deposit is no longer required based on our experience with the care and attention given to our facilities by users. However, the renter will continue to be responsible for costs should any damage occur. This change simplifies the rental process.
- **CANCELLATION:** Terms changed. Cancellations advised more than 2 weeks prior to the event date are refundable subject to a non-refundable \$30 booking fee; cancellations within 2 weeks of the event are non-refundable.
- **AGREEMENT FORMS:** Now one form. There is now a single Agreement form for all rentals. Previously there were 2 similar but different agreements applicable depending on the number of event attendees.
- **PAYMENT PROCESS:** Now with Interac e-Transfers. Like our payment process for Guest Rooms, Interac e-Transfers are now available for your convenience. The email address for payments is cbgreatroom@gmail.com. The refund process will also utilize e-transfer. Cheque payment remains an option. No cash. We note that payment for rentals is due and payable in full within 7 days of signing the rental Agreement. If payment is not received, the Agreement will be considered null and void, and the Great Room will be available to other users. The new Agreement and e-transfer process improves the alignment with the general terms applicable to Guest Room rentals.
- **NO CHARGE FOR LIMITED RESERVED USE:** Exclusive use. The Great Room continues to be available for reservation (up to 25 people not to exceed 3 hours) on a no-charge basis, and now includes exclusive use of the room. A signed Agreement is required. The Kitchen and BBQ are not available for use (no change).

We encourage all users to review the terms of the revised Agreement - [Great Room User Agreement 2023](#).

WHEN CHANGES ARE EFFECTIVE:

- **For PRE-February 1, 2023, Event Dates:**
 - Existing signed Agreements (old) having an event date pre-February 1, 2023, will be honoured at the rate and terms outlined in the current (old) signed Agreement.
 - The 'old' Agreement continues to apply for all new rentals with dates of use occurring prior to February 1, 2023.
- **For POST-February 1, 2023, Event Dates:**

- Changes are effective immediately for all newly signed rental Agreements (new) having an event date of February 1, 2023, and later;
- Existing signed Agreements (old) having an event date in 2023 will be honoured at the rate and terms outlined in the existing signed Agreement (old).

As is the Board's standard practice, this rate change is announced with a minimum of 30 days' notice.

Your volunteer Board of Directors

David, Lawrence, Rob, Ron D and Ron S,

If you wish to comment on this change, you may contact us at crossbowpoint@gmail.com