

## BVLCC19 FACILITY BOOKING REQUEST FORM

### **1. BOOKING GUIDELINES:**

**Please read this section carefully** before completing the booking request form.

Consult the calendar (lobby or website at blvcc19.com) to ensure that your requested date is available.

**Sign pages 3 and 4 – initial all pages.**

**Ensure page 5 of this form is adhered to and returned to the condo office following the event.**

### **TYPES OF EVENTS and FEES:**

#### **Inverlyn Lake Community Event: NO FEE**

Includes only BVLCC19 unit owners/resident and invited guests. This type of event takes priority over all other events regardless of day. (Example: pot lucks, happy hours, games night, cards, exercise classes, fund raisers, special events committee and club meetings, owner’s meetings.)

**An activity that requires a paid instructor/leader will be done on a “user Pay” basis and not be funded from condo fees.**

#### **Personal Event: FEE is \$50 per amenity (Non-Refundable).**

Any event that is organized by a BVLCC19 unit owner/resident and is restricted to those persons invited by the unit owner/resident. (Example: birthday, anniversary, family Christmas).

More than 2 personal events per year from the same unit owner/resident will be referred to the BVLCC19 Board for approval.

#### **Public Corporate/Commercial Occasional One-Time Event: FEE is \$125**

Any event that is organized by a BVLCC19 unit owner/resident and is for the unit owners, residents and non-residents. (Example: seminars, cooking classes, craft shows.)

**Note: A \$200 Damage Deposit Cheque is required for all rentals. Should additional cleaning be required after your event, the cleaning costs will be deducted from the damage deposit.**

**Cheques: Make both cheques payable to BVLCC19 – dated for the 1<sup>st</sup> day of the month the event takes place. (i.e. – if event is scheduled for July 25 – make the cheques payable for July 1<sup>st</sup>.)**

### **Please Note:**

- Condo fees must be in good standing before approval is granted.
- Non-owners are prohibited from booking. Tenants wishing to book must be sponsored by an owner, who must be in attendance during the event.
- The rental of the clubhouse includes the main hall, the kitchen facilities, and washrooms only, unless otherwise requested by the renter and agreed to by the Board of Directors. The renter of the clubhouse acknowledges that other BVLCC19 residents may be present in other clubhouse facilities (gym, games room, card room, library, washroom, foyer, swimming pool) during the rental function. **Children under the age of 16 wishing to use these facilities must be accompanied by an adult.**
- Sparklers, candles or other open flame items are not permitted in the clubhouse or on the clubhouse grounds.
- Pins, tacks, nails, adhesive tape etc. are not to be placed in the woodwork, walls or ceiling. Hanging streamers from light fixtures is not permitted. Confetti and glitter are not permitted in the Clubhouse building or on the grounds.
- People engaging in smoking or vaping must maintain a distance of nine metres (30 feet) from the entrance or exit of any BVLCC19 building or structure. All waste associated with smoking or vaping must be thoroughly cleaned up and disposed of by the renters of the clubhouse.
- The Swimming Pool may be used by attendees of Personal events, but no exclusive use of the pool is granted.
- Please respect those with allergies – only Service Dogs are allowed in the club house.
- **Do not prop open “Automatic Doors”** in either the Lobby or the Kitchen. (There is a button on the left side of the control box above the door. Push the button to the “hold open” position.) **Make sure you return the button to the “Auto” position.**

User Initial \_\_\_\_\_

documents/forms/Clubhouse Booking Request Form March 2025

- The sale of alcohol is not permitted at any event. When alcohol and general public (anyone who is not a unit owner, resident, or invitee) are at the event, additional liability insurance or a PAL (Party Alcohol Liability) must be obtained from an insurance company and a (SOP) Special Occasion Permit must be obtained from the Liquor Control Board of Ontario by calling at least 45 days prior to the event. The cost of a PAL and SOP are the sole responsibility of the sponsoring unit owner/resident. Failure to provide proof of them will void the booking.
- All furniture and items that have been moved must be returned to their original place (photos in kitchen closet)
- No alcoholic beverages are permitted outside the area designated in the Special Occasion Permit.
- PAL & SOP permits do not apply if the event is comprised of BVLCC19 residents and BVLCC19 invitees only and alcohol is not sold.
- The sponsoring owner must sign the Hold Harmless Agreement – see page 4.

**2. BOOKING REQUEST FORM (All applicable sections must be completed)**

Amenity Requested: \_\_\_\_\_  
 [a] Main clubhouse hall & kitchen [b] Picnic area/shelter

Date of event: \_\_\_\_\_ Time of Event (e.g. 4-9pm) \_\_\_\_\_

Approximate number of attendees \_\_\_\_\_ (*maximum for entire clubhouse is 150*)

Description of Use: \_\_\_\_\_

UNIT OWNERS PLEASE COMPLETE SECTION 3. TENANTS PLEASE COMPLETE SECTION 4.

**3. OWNER INFORMATION**

Unit Owner Name: (Please Print) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Unit # \_\_\_\_\_

Unit Owner Signature: \_\_\_\_\_ Date \_\_\_\_\_

**4. TENANT INFORMATION**

Tenant Name: (Please Print) \_\_\_\_\_ Signature: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Unit # \_\_\_\_\_

Sponsoring Unit Owner Name: (Please Print) \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Unit # \_\_\_\_\_

Sponsoring Unit Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Condo Office Use:**

Rental Fee Cheque Received: \_\_\_\_\_ (check for appropriate date and addressee)

Damage Deposit Cheque Received: \_\_\_\_\_ (check for appropriate date and addressee)

Date added to electronic calendar: Yes (or) No (If not – why not?) \_\_\_\_\_

BVLCC19 SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

User Initial \_\_\_\_\_

### Hold Harmless Agreement

The undersigned, being of lawful age, for myself, ourselves, my heirs, administrators, executors, successors and assigns, do fully release, discharge and agree not to hold responsible for any rights, actions and/or injuries, damages or otherwise, including any unknown injuries, losses, or damages, which may occur from our occupation of the recreation building at:

**157 Carloway Trail, Kincardine, ON N2Z 0A4**

We further hereby agree to indemnify and save harmless the Bruce Vacant Land Condominium Corporation No. 19 from any and all causes of action, which may be brought against them through our negligence and/or actions of any nature whatsoever, as a result of our occupation of the above noted property.

And furthermore, I accept responsibility for the amenities and the actions of all people attending the event and agree to cover any expenses that may result from this event. I also accept responsibility for any liabilities with the consumption of alcohol or drugs for any participants attending the event. I assume all the risk of injury and loss and waive and release any claim of damage and injury of any nature I might state against members of the Bruce Vacant Land Condominium No. 19, event volunteers and their representatives who assist in the capacity indicated, arising out of my use of the amenities.

And I agree to indemnify and hold them harmless from any legal action brought by any person or persons attending the facility on the date set out herein.

**And furthermore, I understand that should there be any repairs, damages and/or extra cleaning, I agree to cover the cost of such repairs, damages and/or extra cleaning and accept that non-payment gives the Bruce Vacant Land Condominium Corporation No. 19 the right to initiate collection procedures as per the Declaration, and future requests for the use of the above facility may be refused.**

<b>Name of Facility Renter (print)</b>	<b>Signature of Facility Renter</b>	<b>Date</b>
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<b>Name of Director (print)</b>	<b>BVLCC No. 19 Approval Signature</b>	<b>Date</b>
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**Return completed pages to initiate reservation. Keep and complete last page for date of event.**

Email Contacts:           Condo email: BVLCC19@bmts.com

User Initial \_\_\_\_\_

**KEEP THIS PAGE AND COMPLETE THE DAY OF THE EVENT**  
**(Return completed page to Condo Office)**

**Emergency Contact: E&H Property Management – 24-hour Emergency Number: 705-441-5920**

**Clubhouse Check List: To be completed prior to and after the event by the sponsoring unit owner and/or tenant if applicable and returned to the Condo Office. If the office is locked please put in the black mail box by the office door.**

**Clubhouse - Before the Event:**

	Review and clearly understand the <b>Fire Safety Plan</b> which is hanging in the clubhouse lobby to the right of the bulletin board.
	Unlock all exterior doors as per <b>Fire Safety Plan</b> .
	Ensure all exit doors are clear of snow.
	<b>Do not prop open "Automatic Doors"</b> in either the Lobby or the Kitchen if you wish to keep them open for a while. (There is a button on the left side of the control box above the door. Push the button to the "hold open" position.) <b>Make sure you return the button to the "Auto" position.</b>

**Clubhouse - After the Event:**

	<b>Note: Cleaning supplies are in the kitchen closet. (Dust mop/broom/pail &amp; floor mop/cleaning cloths/shop vacuum/vinegar squirt bottle.</b>
	Wipe chairs and tables before returning to storage.
	Check and clean washrooms, utility room.
	Clean all floors with broom/dust mop and wet mop if needed with <b>COLD</b> water.
	Ensure dust mop and floor mop are left in a clean condition.
	Wash all dishes and empty dishwasher.
	Clean stovetop and make arrangements to clean oven if necessary. (\$50 cleaning fee if not satisfactory.)
	Clean refrigerator and remove left over food and beverages.
	Clean counters and sinks.
	Take home tea towels, dishcloths to wash and return.
	<b>Take home garbage and recycling and ALL corrugated cardboard</b> (or pay \$25 fee).
	Move furniture to original place, no scuffing. Photos of furniture placement on back of kitchen closet door.
	Make sure all rooms are in order.
	Piano closed and in good condition (\$200 fee if damaged).
	Turn off all lights, fireplace, TV and put remotes in proper place.
	Lock all exterior doors, windows and hall doors. <b>(Lobby/kitchen door button to "Auto" position.)</b>

**For Picnic Area:**

	Ensure BBQ is left clean and the propane tank valve is turned off.
	Return picnic tables to position.
	Ensure fire-pit is extinguished.
	Ensure cleanliness of Loo.
	Remove all garbage/recycle.

Comments: \_\_\_\_\_  
 \_\_\_\_\_

Date: \_\_\_\_\_ **UNIT OWNER SIGNATURE:** \_\_\_\_\_

**Return This Completed Form to Condo Office after event.**

User Initial \_\_\_\_\_