



Victoria-Shuter Non-Profit Housing Corporation

80 Dundas Street East · Toronto · Ontario · M5B 2P5

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PARTY ROOM RESERVATION AGREEMENT

1. LESSOR & LESSEE

In this agreement, the Party Room refers to facilities on the 7th floor and/or the New Community Space on the ground floor.

In this agreement, the person reserving the Party Room is the Lessee and Victoria-Shuter Non-Profit Housing Corporation is the Lessor.

The Lessee: _____ of 80 Dundas Street East, Suite No: _____

Telephone No: _____ email: _____

The Lease is for: _____ from _____ to _____
Date time time

For the purpose of: _____ with _____ and _____
(i.e.: birthday party) adults children

2. CHARGES

To obtain a reservation a deposit of \$50.00 (money order or certified cheque only) is to be submitted with this form to be held by the Lessor as a damage deposit.

3. SECURITY GUARDS SERVICE RESPONSIBILITIES

During the term of this lease, the security guard assigned to this event will have the authority to:

- a. Ensure that all facilities are used properly.
- b. Enforce the non-smoking regulation of common elements (entire building)
- c. Check for fire hazards.
- d. Ensure that no illegal substances are permitted.
- e. Ensure closure of the party room and remove all persons from the party room.
- f. At any time to remove from the party room and the building any person in attendance at the party whose conduct is, in the opinion of any security guard, detrimental to the interests of the residents of Victoria-Shuter Non-Profit Housing Corporation
- g. Contact police for assistance should anti-social behaviour or illegal activity be identified.
- h. Restrict persons in attendance at the party to those on the list approved by the Lessor pursuant to clause 5 i.

- i. At any time terminate this Lease and evict all persons from the building should there be any breach of this agreement.

4. SUPPLEMENTARY CONDITIONS

The Lessee agrees and understands:

- a. That the only facilities included in the lease are those within the Party Room
 - b. That is the Lessee's responsibility to obtain a liquor license (Special Occasion Permit) if alcoholic beverages are being served. Positively no alcohol to be sold at any function without the proper permit (***copy of permit must be provided to the management office prior to the event***)
 - c. The Lessee will provide an insurance certificate from the Insurance Broker for coverage of the function taking place. This certificate must show the Lessor as an insured party under the policy and otherwise be satisfactory to the Lessor in its sole and absolute discretion.
 - d. That the Lessee must be present for the duration of the event
 - e. The Lessee will be responsible for articles lost or stolen.
 - f. That the function, including dancing and music, must stop at 11:00 pm and the premises must be vacated by 11:30 pm.
 - g. That no posters or decoration will be posted in or on the premises
 - h. That all catering equipment and supplies, and all other supplies that the Lessee brings to the Party Room, including garbage, is removed from the Party Room and any other public area of the building prior to the end of the function.
 - i. That the Party Room will be cleaned and left in the same condition as at the start of the rental period, including, floors, cupboards, counters, sink, stove and microwave.
 - j. ***To provide a list of guests (not exceeding 20 guests – including children) to the management office one week prior to the event. The Lessor in its sole and absolute discretion must approve the list.***
 - k. To ensure that all food and drink are consumed in the Party Room only.
 - l. No furniture to be moved or removed.
 - m. There is no visitor parking on the premises whatsoever – vehicles found on the premises will be tagged and/or towed at the owner's expense.
 - n. The Lessee is responsible for the behaviour of their guests and agrees not to permit any guest to drive a vehicle while intoxicated after leaving the event. The Lessee relieves the Non-Profit corporation, its board, management, and staff of any responsibility and/or liability for any personal injury or damages.
 - o. The Lessee will understand that no persons other than those on the approved list will be allowed and/or permitted to enter the party room.
 - p. The Lessee will not permit any noise or interference with the quiet enjoyment of the residents in the building.
 - q. No persons under the age of 19 will be permitted to participate in any alcohol consumption.
 - r. That should the number of people at the function be beyond what the fire regulation permit, the party will end immediately as instructed by security.
 - s. That should these conditions not be followed the Lessee will lose all privileges to any future reservations of the Party Room and will be held responsible for any additional costs that are a result of the outcome from the function held.
5. a. Lessee Discharge: The Lessee hereby releases and discharges the Lessor for and from all claims, demands, causes of action, suits, costs, expenses, or expense of any nature.

whatsoever which may arise in connection with any person attending the Party Room suffering injury, death, or property damage as a result of any reason whatsoever.

b. The Lessee hereby covenants and agrees to indemnify and save harmless the Lessor for and from any liability, suits, causes of action actions, costs, expense, and loss of any nature whatsoever that the Lessor may be subject to or incur as a result of or in connection with the lease of the party room by the Lessee.

The forgoing conditions are mutually agreed to by the Lessor and the Lessee:

DEPOSIT: \$50.00 (Check/Bank Draft ONLY)

DATE RECEIVED: _____

DATED this _____ day of _____ 20 _____

Victoria-Shuter Non-Profit Housing Corporation
(Lessor)

Tenant (Lessee)