

# **CEDARBROOK PARK CO-OPERATIVE HOMES INC.**

**36-435 Markham Road, Scarborough, Ontario, M1J 3C8  
416-431-3870**

## **GENERAL MEETING ROOM RENTAL AGREEMENT**

### **PRIVATE PARTIES**

#### **MEMBERS**

Private parties must have a **member** in attendance for the period of the rental. In addition, private parties are limited to a maximum of 25 persons unless prior permission is received from the Board of Directors to exceed this number. If the party is a children's party, the child must also reside in the Co-op.

It is the **members responsibility to notify the neighbours surrounding** the Meeting Room (especially persons living in Units #37, #38 and #40) giving prior notice of the date and time when the party will be held.

Weeknights and Sundays (except where the next day is a holiday) the meeting room must be cleaned and vacated by 11:00 p.m.

Friday and Saturday nights the facility must be cleaned and vacated by 12:30 a.m.

Application for the use of General Meeting Room space for private functions must be submitted to the office at least 14 days prior to the event.

A cheque, money order, debit card or Interac E-transfer payment for \$40.00 is required to cover the cost of the room rental.

### **THE SALE OF ALCOHOLIC BEVERAGES IS STRICTLY PROHIBITED**

Please use caution if you will be attaching anything on the walls of the room. Please use **masking tape only** so that the paint will not peel off the wall when decorations are removed from the wall. Members will be held liable for any damage to the walls.

## Rules of Conduct

1. Private parties must have a member in attendance for the period of the rental. The maximum number of persons at any private function shall be 25, unless prior permission to exceed this number is obtained. During the colder weather, doors will remain closed.
2. No music may be played after 11:00 P.M. Music will not be played at a level which affects the surrounding units enjoyment of their home (i.e.heavy/high base level).
3. Guests are restricted to the room being rented which includes the kitchen and washroom facilities.
4. Food and beverages are restricted to the room being rented.
5. The sale of alcoholic beverages is strictly prohibited.
6. No smoking is allowed inside the General Meeting Room.
7. Members must ensure that the Co-op's parking policy is not violated. Cars parked illegally may be ticketed and or towed at owners expense.
8. Weeknights and Sundays (except where the next day is a statutory holiday) the General Meeting room must be cleaned and vacated by 11:00 pm. Friday and Saturday nights, the facility must be cleaned and vacated by 12:30 am. The General Meeting room must be left as it appeared prior to renting the room.
9. Failure to abide by these rules of conduct and the terms of the agreement signed by the user will result in future booking requests being refused.

I have read and agree to abide by the Rules of Conduct outlined above,

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

**AGREEMENT BETWEEN:**

Name: \_\_\_\_\_

Unit # \_\_\_\_\_

and,

Cedarbrook Park Co-operative Homes Inc.;

It is agreed that the Member/s named above shall have the use of the Co-operative's General Meeting Room,

On: \_\_\_\_\_

It is further agreed that the above-mentioned Member/s undertakes to be responsible for any damage caused by participants in the General Meeting Room to Co-op property during the date stated above. It is further agreed that the General Meeting Room and kitchen used will be left in a clean and orderly state and that chairs, tables and other Co-op equipment used by participants will be left in good condition.

All garbage is to be removed from the General Meeting Room and put in the members own garbage/recycle bins.

The Co-op shall not be liable for any injury suffered by participants in the meeting/party or for any damage to participant's property.

A \$40.00 fee to cover the cost of the room rental must accompany the application.

I have read and agree to the conditions and rules outlined above.

\_\_\_\_\_  
Member Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Co-op Representative

\_\_\_\_\_  
Date