



# ACTIVITY ROOM BOOKING FORM

The Activity Room is available for use by all residents of The Lakes at Rocky Ridge HOA:  
**Weekdays (except Wednesday) 6pm – 9pm; Saturday 1pm – 9pm; Sunday 9am – 9pm**

## Resident Details

Resident Name:	
Address:	
Phone Number:	
E-mail:	

## Booking Details

Purpose:		
Date:		
Time (Start and End):		
Number of Guests (Max 30):		
<b>Alcohol Provision/Consumption:</b>	<input type="checkbox"/> <b>NO</b> <input type="checkbox"/> <b>YES (Complete Schedule C - Alcohol Policy &amp; Agreement)</b>	
Refundable Damage Deposit: (\$150 Cheque or Cash)	<input type="checkbox"/> Cheque	<b>Office Use Only</b>
	<input type="checkbox"/> Cash	Cheque returned to:
		Recipient Signature:
		Cash returned to:
		Recipient Signature:
Cheques can be collected at the Lake Club office on Mondays and Tuesdays from 9am to 1pm. All uncollected cheques will be destroyed 30 days after the booking date.		

## Conditions

1. I, on behalf of myself and my guests, am hereby in agreement with the terms and conditions of this contract, and Schedule "A" and **Schedule "C" (where relevant)**, and hereby agree to compensate The Lake Club for any and all losses incurred by the Lake Club or their equipment as a result either directly or indirectly of this booking and/or the actions of myself or my guests. The damage deposit shall be applied to such losses, and I accept responsibility for any further costs in excess of the damage deposit.
2. Damage deposit to be paid in cash or via cheque. The Lake Club is unable to accept any funds via e-transfer.
3. The Lake Club, through its authorized representative, will have the authority to cancel any event in the Lake Club and have the authority to remove or have removed any persons from the Lake Club if it is felt that any part(s) of this agreement has been broken or that the Lake Club is not being used for the purpose for which this agreement is intended or the person is not complying with the policies of the Lake Club, the Calgary Police Service or the City of Calgary.
4. In the event the Lake Club becomes unusable prior to said booking date(s) due to fire, flooding or any other form of destruction **or unforeseen event**, this contract becomes null and void without resort to any action or claim against the Lake Club and I will be fully refunded my deposit.
5. The Lake Club, through its authorized representative, will have the authority to refuse a booking if it is not considered in the best interests of the Lake Club or that the parties have not followed all the rules/conditions stated in the contract in the past.
6. The Lake Club, HOA Directors, Members, Employees, or Agents are not responsible for any injuries to the contracted parties **and their guests** should they occur, while using the Lake Club Activity Room **or for any property damage or injury to the contracted parties or their guests as a result of alcohol consumption within the Activity Room.**
7. **All bookings are tentative until the entire contract is completed, and the deposit is paid.**

\_\_\_\_\_  
Booking Contact Signature

\_\_\_\_\_  
Lake Club Representative Signature

\_\_\_\_\_  
Date



# ACTIVITY ROOM BOOKING FORM

## SCHEDULE A

### Limitations and Rules

The following rules are strictly enforced by the Lake Club. Other rules may also apply. Questions can be directed to the Lake Club Manager.

1. Function **set up and clean up** time must be included in the booked hours so that users have vacated the Lake Club by the end time stated in the contract.
2. There is **NO PARKING** available on site. Non-Manor Village residents **MAY NOT ENTER THROUGH THE MANOR VILLAGE ENTRANCE** but must enter through the West entrance of the Lake Club.
3. **Entrance** through the East Pavilions' Parkade entrance is accessible to Pavilion's residents only.
4. **Entrance** doors are not to be propped open at either entrance.
5. No person shall enter the Pavilions Parkade from the Lake Club unless they are either a Pavilions resident or are accompanied by a Pavilions resident.
6. All **materials** brought into the Activity Room for this function (decorations, food, beverages, personal belongings) must be removed by the end of the function and all **furniture** must be returned to its original position (chairs stacked, tables stacked, chairs around perimeter of room left as is)
7. The Activity Room and all furniture and appliances, including the refrigerator, freezer, and microwave, must be returned to their original level of **cleanliness**.
8. All **garbage and recycling** must be removed from the Lake Club facility.
9. No open **flames** are allowed.
10. Using two or more electrical sockets at once can result in blown fuses which may cut off the power supply to the affected circuit, causing inconvenience and disruption to your event.
11. **No tape, nails, pins, tacks, or hooks are allowed on walls. No confetti is allowed. No decorations may be hung from the ceiling.**
12. **Smoking** is NOT allowed in the Lake Club.
13. **Alcohol is ONLY permitted in the Activity Room, with the pre-approval of the Lake Club authorized representative and in agreement and strict accordance with Schedule C - Lake Club Alcohol Policy & Agreement.**
14. **Animals** are NOT allowed in the Lake Club.
15. Use of the **Games Room, Theatre and Fitness Centre** is not included in this booking contract.
16. **Children** must be supervised at all times by an adult and may not leave the Activity Room or play in the hallways/lobby.
17. Any **items left** in the Lake Club after the function become the property of the Lake Club unless specific arrangements have been made with the Lake Club Manager for an alternate collection date.

Signing of this document indicates that you understand and will abide by the limitations, rules and conditions stated in this contract.

**I have read and understand and agree to abide by these rules:**

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Booking Contact Name

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Booking Contact Signature

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Date



# ACTIVITY ROOM BOOKING FORM

## SCHEDULE B

### Clean Up Checklist for Booking Contact

\_\_\_\_\_

Date of Function

\_\_\_\_\_

Booking Contact Name

The Activity Room must be vacant and clean by the end of the contracted hours stipulated in the Activity Room Booking Form. Any Checklist item not addressed will result in a charge being withheld from your damage deposit, or full loss of damage deposit if deemed appropriate.

<input type="checkbox"/>	Remove all personal materials (decorations, food, beverage containers, belongings, etc.)
<input type="checkbox"/>	Remove all garbage and recycling
<input type="checkbox"/>	Wipe clean the microwave, if used
<input type="checkbox"/>	Remove all food and drink from fridge and freezer and wipe clean, if used
<input type="checkbox"/>	Wipe clean and stack Lake Club chairs and tables
<input type="checkbox"/>	Wipe clean all counters
<input type="checkbox"/>	Sweep and mop floor if needed
<input type="checkbox"/>	Return broom, mop, and cleaning supplies to original position
<input type="checkbox"/>	Leave room clean and undamaged

Please complete, sign, and return this Clean Up Checklist to the Office of the Lake Club Manager after your event, at which time your damage deposit will be returned to you. Any cheques not collected will be safely discarded.

\_\_\_\_\_

Booking Contact Signature

\_\_\_\_\_

Lake Club Staff Signature

\_\_\_\_\_

Date

\_\_\_\_\_

Date



# ACTIVITY ROOM BOOKING FORM

## SCHEDULE C

### Lake Club Alcohol Policy & Agreement

Strict compliance with the following terms and conditions is required of individuals who wish to serve/provide Alcohol in the Activity Room:

#### 1. Liquor Licence

- Booking Contact to attain Private Non-Sale SEL Licence from Alberta Gaming & Liquor Commission (AGLC).
- SEL licence to be provided to authorized representative of the Lake Club, at least 5 days prior to event. Failure to provide this proof within the required timeframe will result in request to serve alcohol being denied.
- Private Non-Sale SEL Licence application can be submitted online for a fee of \$10 ([www.aglc.ca/liquor/liquor-licences](http://www.aglc.ca/liquor/liquor-licences)) or attained from an approved issuing authority such as a liquor store.
- As required by the AGLC, liquor licence must be posted in a visible location for duration of event.
- Booking Contact agrees to be in attendance for full duration of event, to ensure compliance with ALL regulations stipulated by the AGLC, for example:
  - responsible service (not serving guests to the point of intoxication)
  - no minors (under 18 years of age) to be served, or to handle any alcohol.
  - no home-made beer, wine, or cider
  - non-alcoholic beverages to be available and food service recommended.
  - arranging alternate transportation for intoxicated guests

#### 2. Host Liquor Liability Insurance

- Booking Contact is required to purchase a Host Liquor policy (Event Policy) that includes host liquor coverage.
- Host Liquor Policy certificate is to be provided to the authorized representative of the Lake Club, at least 5 days prior to the event. Failure to provide proof of host liquor coverage within the required timeframe will result in request to serve alcohol being denied.
- Alternatively, if Booking Contact hires an external caterer/bartender to serve alcohol; the catering/bartending company must provide proof of their Host Liquor coverage.
- "Event/Host Liquor" policy typically costs a few hundred dollars for a specific event.

Function Date:			
Date Licence & Proof of Insurance Required:			
Liquor License Proof Received and Attached to Booking Form:	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/> <b>YES</b>
Policy Certificate Received and Attached to Booking Form:	<input type="checkbox"/>	<b>NO</b>	<input type="checkbox"/> <b>YES</b>
Signature of Lake Club Authorized Representative:			

Signing of the Lake Club Alcohol Policy & Agreement indicates that you indemnify the Lake Club, HOA Directors, Members, Employees, or Agents from all liability relating to the provision, serving & consumption of alcohol in the Lake Club Activity Room and agree to abide by the limitations, rules and conditions stated in this contract.

\_\_\_\_\_  
Booking Contact Name

\_\_\_\_\_  
Booking Contact Signature

\_\_\_\_\_  
Date