



Tugboat Landing / Harbour Master Club

Contract for the Exclusive Use of the Harbour Master Club Party Room

Owner / Resident's Name: _____
Address: _____ Phone #: _____
Date Reserved: _____ # Of Guests: _____
Date Rental & Damage Deposits Paid: _____

This Rental Agreement applies only to the Harbour Master Club Recreational Facility main floor party room and outside patio. The second-floor Fitness Centre is not part of this agreement.

Residents renting the HMC party room for a private meeting or party agree to comply with the terms and conditions of this contract, as follows:

If the event is booked between the hours of 9:00 a.m. and 4:00 pm for a four (4) hour segment (Including clean up), the fee shall be **\$50.00**.

For any full day events (9:00 am to close) the fee shall be **\$125.00**.

All day events the fee will be **\$125.00**

Cancellations must be 30 days prior to the event, or the fee is non-refundable. Any booking made within 30 days of the event is non-refundable.

A damage deposit fee of **\$300.00 cheque** is also required. The booking fee and damage deposit must be paid at the time the reservation is made to secure the date requested.

Any cleaning, repair cost (if damages have occurred), or replacement of items that are missing; will be deducted from the deposit.

1. Bookings are Sunday – Thursday 9:00 am – 10:00 pm, and Friday and Saturday from 9:00 am – midnight.
2. The owner or registered rental resident **MUST** be present at all times during the event.
3. Children must be supervised at all times. Both inside and the outside the club.
4. Pets are not permitted in the Harbour Master Club facilities.
5. All Alcohol must remain in the club, cannot go beyond strata property.
6. The owner/resident is responsible for the conduct of the guests and their treatment of the facility. All guests must comply with the rules and regulations that apply.
7. Guests are not permitted access to the exercise and hot tub facility upstairs.
8. Decorations must not be attached to the sprinkler heads or painted surfaces. Scotch tape must not be used. At wedding celebrations, confetti or rice is not permitted in the building.
9. All candles must be in enclosed fire-proof containers with an insulated base to prevent fire, heat or wax damage to tablecloths, tables and carpets.
10. Furniture may be temporarily repositioned but must be back in the usual position at the end of the event. **Furniture must be picked up and not dragged across the floor, as this causes damage to the floors and furniture.**

11. On Friday and Saturday evenings, all doors must be closed at 11.00 p.m. and music volume turned down in consideration of the residents within close proximity of the Club. City of Vancouver noise by-laws also prohibit noises between 11.00 p.m. and 7.00 a.m.
12. After using the barbeque, please ensure the gas has been turned off. When barbeque has cooled, clean the grills and drip trays.
13. Vacuum carpets and clean any spills or stains from all flooring as a result of your event.
14. Wipe down appliances and kitchen counters.
15. Dishwasher, if used, must be loaded and turned on before leaving.
16. The glass tables and bar should be wiped down.
17. All garbage must be disposed in your own strata complex receptacles at the conclusion of the event.
18. Thorough cleaning and removal of all your personal items must be completed and ready for inspection **before 11.00 a.m.** the following day. If there is a booking prior to 11.00am the cleaning and inspection must be completed prior to the start of the event.
19. Basic cleaning supplies are available at the Harbour Master Club.
20. Before leaving, turn off all lights, taps, heat, fireplace and close and secure all doors.
21. Christmas Decorations are displayed from approximately late November until December 31. All decorations must remain in the club and cannot be removed. Please ensure all lights are turned off before you leave for the night, and all decorations are returned to their original placement.

Please ensure you vacate prior to closing, or you will be charged if there is a false alarm and security is dispatched.

YOU ARE REQUESTED TO INSPECT THE PREMISES, PRIOR TO THE EVENT, NOTING THE CONDITION OF THE FACILITY. TAKE PHOTOS OF ANY DAMAGE OR DEFICIENCIES AND EMAIL THEM TO LISA@REDDOORPM.CA IF THE FACILITY HAS NOT BEEN RETURNED TO THE SAME CONDITION AS IT WAS PRIOR TO THE PARTY, THE COST OF CLEANING, REPAIRING DAMAGES OR REPLACING MISSING ITEMS WILL BE DEDUCTED FROM THE SECURITY DEPOSIT. THE OWNER/RESIDENT WILL BE CHARGED A **MINIMUM OF \$40.00 PER HOUR** IN ONE-HOUR INCREMENTS FOR EXTRA CLEANING. THE OWNER/RESIDENT WILL BE RESPONSIBLE FOR DAMAGES IN EXCESS OF \$300.00.

I agree to abide by the above rules and regulations.

Owner/Resident's Signature

Caretaker

Date

AMOUNT OF DAMAGE DEPOSIT REFUNDED: \$ _____

RECEIVED BY:

(SIGNATURE) ON _____
(DATE)