

# Private Conservatory Booking

## Resident Responsibilities

The booking resident is responsible for their guests' behaviour, damages, and the cleaning up of the rental areas used (Conservatory, kitchen, lobby, balcony, etc.) at the end of the booking period. The booking resident must be in attendance during their booking period.

### Booking time frame:

- ❖ Booking time includes your event, plus set up and clean up time. Please ensure you have adequate set up and clean up time within your booking. You will be charged extra time if you set up prior to your booking time or clean up after your booking time at a rental rate of \$50/hour. Clean up includes the removal of catering supplies at the end of the event. If you have booked until midnight, catering supplies (tables, dishes, etc.) must be removed from the building no later than 7:30 am of the following morning. Back to back bookings and other events are common and you will not be notified if another booking is to take place immediately before or after your booking times.

### Rental Areas:

- ❖ Rental areas include exclusive use of the Conservatory room and shared use of the lobby, balcony, washroom and kitchen. All other areas in the Beach Club, including the Four Seasons Lounge and bar area, are out of bounds to persons attending the private rental.
- ❖ If you wish to use any other areas, such as the bocce court outside, you may put in a request to the Community Lands Committee. The CLC meets the last Thursday of each month (except for August and December) so please allow time for your request to be processed. Meeting minutes are usually ready about two weeks after the meeting.
- ❖ The kitchen will be shared on Friday nights from 5 – 8 pm with the regular Friday TGIF social gathering.
- ❖ "Resident Only" signs must be posted in front of the Lounge entry doors and also chained to the railing at the top of the stairs. Signs are stored in the unlocked closet at the kitchen entrance.

### Setting up:

- ❖ The booking resident must arrange to let caterers and suppliers into the building during your set up time, not before. Other residents using the facilities are not obligated to let your caterers into the building.
- ❖ A stereo is available for your use. It is located in the small white push out cupboard in the Conservatory and is capable of playing CD's.
- ❖ The table tennis (ping pong) table located in Conservatory room may be moved to the Lounge dart board area if necessary, not outside on the balcony as weather damages the wood.
- ❖ Decorations which require nailing or taping or that may cause damage to the facility are not permitted.

- ❖ In the lobby, if setting up tables for food, rugs must be rolled up and put aside by dart area in Lounge. Then mats can be found in the unlocked kitchen entrance closet. These must be used in front of the tables to prevent floor damage from food. If moving furniture to accommodate tables or a bar, please lift furniture as dragging damages the floor.
- ❖ Coffee makers can be used. They are located under the Lounge bar with instructions on the inside cupboard door. You must supply your own coffee, creamers, tea towels, plates, cups, utensils and tablecloths.
- ❖ Barbecue's are available for rent for \$100. This includes set up, clean up and propane. Set up will be on the upper balcony non-roofed section (ocean side), outside the balcony doors.

**Cleaning up:**

- ❖ Floors must be swept, carpets must be vacuumed and liquid spills must be wiped up on floors and window sills before the end of your booking time. A vacuum and broom are located in the unlocked closet at the kitchen entrance.
- ❖ Signage and mats must be put away in the closet and any objects moved during the event must be replaced.
- ❖ Garbage must be disposed of in the garbage bins located outside the Beachcomber. Please do not put garbage on the balcony as crows make a mess for the next booking.
- ❖ Beverage containers/wine bottles must be removed by the booking resident, not stored on the balcony. Please take them home. You may put them out at your curb side for the Craig Bay Bottle Drive, always on the first Friday of each month at 9 am.

**Questions?:**

- ❖ Please ask questions BEFORE your event as you are responsible for damages, guest's behaviour, and cleaning costs during your booking and you are responsible for giving the correct instructions regarding the event, set up and clean up to your caterer/helpers. Please leave the building ready for the next event to set up by the end of your booking time. Damage deposits will be used towards additional costs incurred from your rental.

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**Booking resident's name**

**Signature**