

DATE:
TENANT:
ADDRESS:
DATE AND TIME OF EVENT:
CONTACT PHONE #:

RULES

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| <ol style="list-style-type: none"> 1. NO SMOKING/NO PETS 2. Tenants who have reserved the room must be present at all times 3. Guests are required to remain in the Lounge. No loitering in hallways or other common areas. 4. No liquor allowed outside of Lounge 5. Music and/or noise to be maintained at a reasonable level. 6. Doors cannot be propped open. 7. Tenants responsible for cleaning of Lounge. 8. If alternate cleaning arrangements have been made it must be completed the following morning. | <ol style="list-style-type: none"> 9. The Property Manager will inspect the room for damage and level of cleanliness and report any deficiencies to Owners. 10. Tenants are to comply with this report. Tenants are responsible for any damage to the premises caused by tenant or guests during their time of use. Any damages in excess of the security deposit will be charged to the tenant for payment forthwith. 11. Social Lounge can be booked up to one year in advance of event. 12. Major Holidays cannot be booked by the same tenant for two consecutive years, unless Lounge has not been booked 60 days prior to the holiday. |
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<p style="text-align: center;">ROOM CLEAN-UP</p> <ul style="list-style-type: none"> <input type="checkbox"/> Remove all garbage <input type="checkbox"/> Remove all personal articles <input type="checkbox"/> Turn off all lights and entertainment systems <input type="checkbox"/> Lock all doors <input type="checkbox"/> Leave Social Lounge and Patio in same condition it was received 	<p style="text-align: center;">RESERVATION FEES</p> <p style="text-align: right;">FEE \$125 CHEQUE <input type="checkbox"/></p> <p style="text-align: right;">\$100/SECURITY <input type="checkbox"/></p> <p style="text-align: right;">CASH DUE ON RESERVATION DAY</p> <p style="text-align: center; color: red; font-weight: bold; font-size: small;">A FEE OF \$50 WILL BE CHARGED FOR ANY CANCELLATIONS MADE LESS THAN 1 WEEK PRIOR TO BOOKING</p>
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<p>TENANT</p>	<p>PROPERTY MANAGER</p>
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PLEASE RETURN FORM WITH CHEQUE PAYABLE TO SHERWOOD HOLDINGS LTD