



## Owner's Lounge Booking Form

### OWNER'S LOUNGE

There are two Owner's Lounges at Gateway South Centre. The small lounge (#1) is located on the first floor, near the main entrance and the gym and the large lounge (#2) is located near Elevator 5.

Owners who have booked this room are responsible to ensure their guests do not roam the hallways, cause excessive noise or smoke in the common areas.

#### ***The following policy is in place for booking and use of the Owner's Lounge: Booking***

A copy of the Owner's Lounge Booking Form is available via [gatewaysouthcentre.com](http://gatewaysouthcentre.com)

Bookings are only accepted within a maximum of 6 months in advance.

Tenants are eligible to book the Owner's Lounges; however, the owner should complete the booking on behalf of their tenant as the owner of the Unit will be held liable for any negligence displayed by the tenant and/or their guests.

#### ***Damage Deposit & Fees***

There is no charge or deposit for booking the Owner's Lounges; however, acceptance of this form gives Gateway South Centre the right to charge back the cost of any damages or cleaning costs associated from your use of the room.

#### ***Alcohol in the Owner's Lounge***

You do not require a liquor license to **serve** alcohol in the Owner's Lounge, however, if alcohol will be **sold** at your event, you must purchase a license.

Alcohol must be confined to the Lounges only; any Owner/Tenant whose guests are caught with alcohol in the hallways will have their booking privileges revoked immediately and the applicable Unit is subject to a fine.

#### ***Pets***

Pets are NOT allowed in the Lounges



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### ***Cleaning***

The lounge must be cleaned after each use, which includes furniture returned to its original placement.

If the lounge is left untidy and not returned to the state of presence when it was obtained, the cost of cleaning will be billed to your unit at a rate of \$60.00 per hour. Photos of the lounge will be taken by the Community Administrator to support any cleaning or damage claims.

If an Owner books the Lounge and finds the previous booking has left it a mess, photos should be taken and submitted to the Community Administrator for follow up.

When the Lounge is left in a mess, the Board may levy a fine on the Unit responsible and cleaning fees will be collected. The Board also has the right to refuse bookings based on improper use and availability.

### ***Maximum Bookings per Unit per Calendar Year***

There is a maximum of 6 bookings per calendar year. However, if the lounge remains unreserved in the days prior, an Owner may exceed the maximum bookings.



## Owner's Lounge Booking Form

### BOOKING INFORMATION

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

Unit: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you the Owner or Tenant? \_\_\_\_\_

If you are the Tenant, we require written authorization from the Unit Owner to proceed with your booking.

Lounge #1 (small) or #2 (large): \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Signature: \_\_\_\_\_