

The Nova – BCS 741

Lounge Booking Agreement and Regulations

The lounge is available on first come, first serve basis. All residents booking the lounge are responsible for any damages caused by themselves or their guests while using the lounge.

The fee for booking the lounge will be \$25.00 per use.

In order to book the lounge please note the following:

1. A written application to use the lounge must be provided to either the building manager or resident manager at least 7 days in advance of the scheduled date of use. The application must include:
 - Name and suite number
 - Number of guests expected
 - Contact information
 - Dates to be used.
2. \$250.00 refundable deposit will be required when the booking has been confirmed. After the residential manager has completed a lounge check, and if no damage has been noted, the deposit will be refunded.
3. The lounge may be used until 2:00 am. After this time the lounge will be locked and your guests will be asked to leave.
4. No smoking is permitted in lounge or building common areas.
5. Residents must ensure that persons occupying the lounge are aware of the bylaws for The Nova, including noise restrictions. All precautions should be taken to ensure that the surrounding suites are not disturbed.
6. Residents are required to escort guests to and from the lounge and building. No additional key F.O.B's will be provided for the people using the lounge.
7. After use of lounge, residents are to ensure that lounge is tidy and that everything has been returned to its original condition and place.

8. The maximum capacity for the lounge is 40 people,

I, as owner of suite number # _____ understand that any damage caused as a result of the actions of my visitors using the lounge will be my responsibility.

I have read the above and agree with the terms and conditions in relation to the lounge booking agreement.

_____ dated this _____ day of _____ 2004
Signature Suite #

Print Name

Resident Manager/Property Manager