

**Clubhouse Rental Rules**  
**Strata Plan EPS 1788 –**  
**“The Woods”**

1. Use of the Clubhouse is for owners, tenants and occupants and their guests of the “**The Woods**” for private events only.
2. Guests of owners, tenants and occupants using this facility must be accompanied by the owner, tenant or occupant at all times.
3. Persons under the age of 19 are not permitted to use the Clubhouse unless accompanied by an adult.
4. There are no animals permitted in the Clubhouse with exception of guide dogs for the disabled and police/security.
5. An owner, tenant or occupant, provided their fees are maintained and in good standing, may reserve the Clubhouse for private, non-commercial use.
6. The Clubhouse is available on first come first serve basis, booking dates cannot occur more than 90 days in advance.
7. The following holidays (dates) require a draw to be held 60 days prior to the following specific holidays for any owner requesting the following days. **Easter/ Thanksgiving / Christmas / New Year’s Eve**
8. Dates require a daily rental fee of \$40.00 & holiday’ s dates require a daily rental fee of \$80.00 paid by cash or cheque (**made payable to Strata Plan BCS EPS 1788**) for the exclusive use of the Clubhouse.
9. The residents who use the Clubhouse agree(s) to comply with all Strata and facility bylaws and rules and ensure that all guests attending the Clubhouse also comply with those rules and bylaws.
10. The residents renting must ensure that the facilities are treated with respect to all owners of the corporation. Spills have to be avoided and food or garbage on the floor has to be picked up immediately.
11. **ABSOLUTELY NO DECORATIONS may be taped, pinned, or affixed on the walls.**
12. After the booking, the facility must be left in the same state of cleanliness and repair as prior to the booking. In other words - the Clubhouse must be clean, undamaged, windows and doors must be locked, all lights turned off, the thermostat turned off (if during winter months – then turned down to minimal heat to avoid the pipes from freezing), and the fireplace turned off. Residents renting the Clubhouse must use their own cleaning supplies and equipment (such as mops and vacuums) and return dish clothes and towels laundered.
13. Clubhouse’s daily rental period is **from 10:00am until 11:00pm** and must be cleaned & repaired by **10:00 AM** the following day to keep the facility available for any other event. (**Exception - New Year’s Eve. December 31<sup>st</sup> is from 10:00 am to 1:00 am**)

14. The Clubhouse will be inspected by a council representative both prior to and after the function with the intent to determine pre-existing damage and/or damage to the premises beyond normal wear and tear.
15. Owners who use the facility are liable for any theft and/or damage to the Clubhouse and its furnishings and fixtures for the duration of the reservation period. Owners/Residents will pay the Strata Corporation the amount of any and all costs of repair and replacement deemed necessary by the Strata Council by reason of such damage or theft. If, in the sole discretion of the Council, it is Council's opinion that loss and/or damage has occurred or adequate cleaning has not been done. **All costs will be charged to the owner's Strata unit account.**
16. It is prohibited to smoke in any rooms within the Clubhouse, the balconies of the Clubhouse within a 6 meter distance of the Clubhouse area due to fire hazard. Smoking will be allowed at the outside designated smoking area.
17. The maximum number of persons permitted at any function is not to exceed **53** people.
18. It is prohibited to party outside of and nearby to the Clubhouse out of respect to those owners who live close to the Clubhouse. Noise levels inside the Clubhouse must be kept within a reasonable and acceptable range so there is **no disturbance** for nearby affected unit owners, tenants, occupants or their guests. **THE PARTY WILL BE SHUT DOWN COMPLETELY, AND ALL GUESTS WILL BE ASKED TO LEAVE THE PREMISES AFTER TWO NOISE COMPLAINTS** and the owner of the unit on whose behalf the Clubhouse was rented shall be fined.
19. There is limited visitor parking available for any rental event. **ABSOLUTELY NO PARKING IN "NO PARKING" AREAS AND IN FRONT OF THE CLUBHOUSE. Any vehicles parked in "No Parking" areas will be towed at the expense of the owner who booked the Clubhouse.**
20. Persons causing damage and/or noting normal wear and tear matters which require attention shall immediately report such items to the Strata Agent or Strata Council within 12 hours.
21. Persons noting a breach or abuse shall immediately report the same to the Strata Agent emergency line.
22. Any breach of these Rules may result in additional fines and revocation of the right of using any part of the clubhouse for a given period of time which would be determined by the Strata Council.
23. Persons using the Clubhouse do so at their own risk and waive any claim for damages they might suffer arising from the use of this facility

**IT IS IMPORTANT TO INFORM THE COUNCIL PRIOR TO AN EVENT ABOUT ANY DAMAGES OR DEFICIENCIES NOTICED. FAILURE TO DO SO WILL RESULT IN TAKING RESPONSIBILITY FOR ANY DAMAGES OR DEFICIENCIES NOTICED BY THE COUNCIL AFTER THE EVENT. THERE WILL BE NO NEGOTIATION IF ANY DAMAGES OR DEFICIENCIES OR UNFINISHED CLEAN UPS ARE NOTICED.,**

**Please notify the Council Representative immediately in the event of a cancellation.**