

Brentwood Towers Amenity Room Agreement

Name of Tenant:	
Building & Unit Number:	
Email Address:	
Contact Number:	
Event Date:	
Type of Event:	
Event start time:	
Event end time:	
Number of guests (Max. 50 total)	

Conditions for using the Brentwood Towers Amenity Room:

- ◆ I hereby swear I am a tenant of Brentwood Towers.
- ◆ I agree to use the Brentwood Towers Amenity room on the requested date and time and only for the purposes indicated. The amenity room may not be used by an individual tenant for commercial purposes unless approved by the Fun Committee and BTTA Executive.
- ◆ I agree to have no more than a maximum of 50 persons in total.
- ◆ I agree to obtain necessary permits, etc. copies of any permits needed must be provided to the BTTA Amenity Room Committee if requested.
- ◆ I will be present in the amenity room while the event is taking place.
- ◆ I am liable and responsible for my guest's behavior and actions and any personal harm or damage that may be caused.
- ◆ I agree that there will be no illegal activity taking place and all provincial and federal laws and municipal by-laws will be adhered to.
- ◆ My guests and or hired personnel will not have access to any other part of the buildings unless accompanied by me.
- ◆ I agree to leave the amenity room in the original condition for which I found it.
- ◆ All exits will be kept free from obstruction, and all building doors will be kept closed and secured. Room MUST be locked after use.
- ◆ No smoking or vaping will be permitted.
- ◆ I will clean the room after my event, including kitchen and bathrooms. All tables and chairs used must be put wiped down and put away.
- ◆ I will sweep and mop the floors (brooms, mop & bucket are in the kitchen storage closet).
- ◆ Empty all garbage bins and take trash to the outdoor disposal areas.
- ◆ Empty and clean all appliances if used (fridge, microwave, coffee pot).
- ◆ Do NOT use thumbtacks, nails, or tape on walls. Thumbtacks may be used on the ceiling only.
- ◆ NO GLITTER PLEASE – it's impossible to clean, it will be there FOREVER.
- ◆ Remove all decorations after your event.
- ◆ Room must be cleaned immediately following your event, no exceptions as the room may be in use by another tenant after you.
- ◆ LOCK ROOM up and turn all lights off when leaving and return keys by dropping them into the gray lockbox outside the outer entrance door at the bottom of the stairwell.

Conditions for using the Brentwood Towers Amenity Room Continued:

- ◆ A refundable security deposit of \$100 CAD (cheque made out to O'Shanter Development Co. Ltd.) is required before keys will be issued for event. Cheque is returned after key is returned and room is inspected. If O'Shanter deems the room to need cleaning or repairs, your deposit cheque will be cashed to cover costs and maintenance fees. Damages more than \$100 CAD may be charged to your unit or insurer by O'Shanter.
- ◆ I understand that O'Shanter and the BTTA are not liable or responsible for accidents, damages, or lost or stolen property and or bodily harm.
- ◆ I understand all children under the age of 12 years of age MUST be ALWAYS accompanied by a parent or guardian.

I hereby agree to all the above conditions for the use of the Brentwood Towers Amenity Room.

FULL NAME (Printed): _____

SIGNATURE: _____

DATE: _____

SIGNATURE OF BTTA: _____

DEPOSIT RECEIVED: _____ (Initials/Date)

Below to be completed by Amenity Room Committee:

	YES	NO
Security Deposit Provided		
Security Deposit Returned		
ID of Tenant Confirmed		
Items	Pre-event Inspection	Post-event Inspection
Light fixtures		
Walls		
Floors		
Chairs		
Tables		
Kitchen		
Bathrooms		

Note: The amenity room is supervised by the BTTA Amenity Room Committee. For more information please go to bttanonline.com or email info@bttanonline.com.