



## **ECC 218 - SOHO Party Room Rental Contract**

This agreement is made between Essex Condominium Corporation No. 218 ("the Corporation") and the unit owner/resident listed below ("the Renter").

By signing this agreement, the Renter agrees to abide by the Party Room rental terms and conditions outlined below.

### **Renter Information:**

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

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

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

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

Date of Reservation: \_\_\_\_\_

Time of Reservation: \_\_\_\_\_

### **Rental Terms & Conditions**

- 1. Rental Fee:** The rental fee for the Party Room is \$50.00, which covers cleaning costs and any additional expenses. To confirm your reservation, payment must be received. You may submit payment via e-transfer following the instructions at the end of this agreement or by cheque payable to "Essex Condominium Corporation No. 218."
- 2. Rental Hours:** The Party Room may be rented between **9:00 a.m. and 11:00 p.m.**

3. **Alcohol Policy:** Alcoholic beverages are **strictly prohibited** in the Party Room.
4. **Wall Decorations:** Hanging items on the walls using regular tape, tacks, or any material that may damage walls or remove paint is **not permitted**. Only **painter's tape** may be used.
5. **Reservation Limit:** Only **one reservation per day** is allowed to ensure adequate time for setup and cleanup.
6. **Cleanup Responsibility:** The Party Room must be left in the **same condition** as it was found. The Renter is responsible for:
  - Cleaning up after the event
  - Disposing of all garbage
  - Returning any moved furniture to its original position
7. **Damage Liability:** The unit associated with the Renter will be **held responsible** for any damages caused to the Party Room during the rental period. Any repair costs will be charged back to the unit owner.

### **Acknowledgment & Agreement**

I, the undersigned, acknowledge that I have read and understood the terms and conditions of this agreement. I agree to comply with all rules and accept responsibility for any damages incurred during my rental period.

**Renter's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## **E-Transfer - Payment Instructions**

To submit your e-transfer, use the following credentials:

**Email:** huronshores@hspm.ca

**Password:** huronshores

(all lowercase, single word)

Please include a note in the e-transfer message specifying the payment for a community room booking and indicate your unit number and building address. This ensures the correct unit is charged.

## **Cheque - Payment Instructions**

Please make a cheque payable to “**Essex Condominium Corporation No. 218**” for the amount of \$50.00.

It must be mailed or dropped off at the Huron Shores Property Management office, located at **1010 University Ave W., Suite #106, Windsor, ON, N9A 5S4.**