



Clubhouse Usage Rules and Regulations

When you utilize the Clubhouse for a Condo Corporation Event or Private Event the following rules and regulations you need to be aware of:

1. The Rental fee for a private function is \$75.00 (including GST). If you will be using the Barbecue, there is an additional \$25.00 charge. Also required is a refundable cleaning deposit in the amount of \$100.00. The cleaning deposit will only be refunded if the clubhouse is left in the same clean state and set up with any items used cleaned and restored by 10 am the next morning.

Payment can be transferred to: cole@karenKing.ca password: alberta.

2. If liquor is to be consumed a **Special Event Liquor License** is required. They are available **online at AGLC.ca**. If the license holder is providing liquor that is to be **sold to invited guests**, a **private resale license** is required. If the license holder is providing liquor **free of charge to invited guests**, a **private non-sale license** is required.

The Municipal Address for the Clubhouse is:

#307-55101 Ste. Anne Trail, Lac Ste. County, Alberta T0E 1A1

3. **Party Alcohol Liability Insurance** is required for all functions where alcohol is being consumed with **\$2,000,000 Liability Coverage** (please provide Liquor License number), as it is a requirement of the Condo Common Property Insurance Policy. Special Event Insurance can be purchased **Online at palcanada.com.**

INSURED INFORMATION: is the Host(s) and your address

ADDITIONAL INSURED must list:

- i. **Condo Corporation # 072 6974**
Address: 10536 106 Street NW Edmonton, AB, T5H 2X6
- ii. **Waters Edge Developments Ltd.**
Address: 10536 106 Street NW Edmonton, AB, T5H 2X6
- iii. **Waters Edge Land Inc.**
Address: 10536 106 Street NW Edmonton, AB, T5H 2X6.

UNDER EVENT INFORMATION- Location is:

Clubhouse at the Estates at Waters Edge

Address: 307-55101 Ste. Anne Trail, Lac Ste. Anne County AB T0E 1A1

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Please forward a copy of this insurance one week prior to the event via email to tamara@karenking.ca. Failure to send this insurance information will automatically cancel the scheduled event.

- 4. Prior to your event taking place, the On-Site Manager will be in touch with you to set up a time for a Clubhouse Walk Through to go over where everything is located and what needs to be done to ensure the clubhouse is left the same way after your event.**
5. The Clubhouse is available that morning for set up.
6. There are additional banquet tables, chairs and catering tables in the storage shed on the North side of the building (Access through inside Northeast door of clubhouse). **Please ensure that the tables, chairs, etc. are placed back the way they were prior to removing.**
7. No inside furniture is to be used on the outside deck.
8. The cleaning supplies are in the Janitor room in the Northeast corner.
9. The event is to follow the Condo Bylaws and ensure quiet enjoyment by 11 pm with the clubhouse cleaned and locked up by midnight. Please make sure that Garbage is not left in bags outside the Clubhouse but put into the Garbage Receptacles or taken directly up to the garbage bin located just outside the Storage yard.
10. Food stuffs, etc., can be left in the fridge that night for pickup the next morning.
11. Clubhouse is to be returned to the same clean state and set up with all items used cleaned and restored by 10 am the next morning. **Please note that if the clubhouse is left excessively dirty the On-Site Manager will contact the host to attend the walk through after the event. The cheque that is held as a Cleaning Deposit could be cashed if clean up isn't completed properly.**
12. If you have an outdoor fire in the community fire pit in front of the Clubhouse, it must be extinguished by 11 pm. Hose bibs with hose is at the outside northeast Corner of the Clubhouse. Please return to the northeast corner.

If you have any additional questions regarding the above Clubhouse Usage Rules and Regulations, please email: tamara@karenking.ca

Yours truly,
Condominium Corp. No. 072 6974 Management Team.