

## ***2024 Guide to Usage of the Community Clubhouse***

This guide is for the information of any resident of Waters Edge that is privately renting the Condominium Corporation #0726974 Community Clubhouse. Please ensure you are familiar with the Clubhouse Policy and Rental Agreement before proceeding.

1. The Municipal Address for the Clubhouse is: #307- 55101 Ste. Anne Trail, Lac Ste. County, Alberta T0E 1A1.
2. 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 cleaning waiver in the amount of \$100.00. The cleaning waiver will only be charged to your account if the clubhouse is not left in the same clean state and set up with any items used cleaned and restored by 10:00 AM the following day.

Be aware that if you are planning to serve or consume alcoholic beverages in the Clubhouse, a liquor license may be required. Consult with the Alberta Gaming and Liquor Commission (AGLC) and/or visit their website at: <https://aglc.ca/liquor/liquor-licences/apply-liquor-licence>

Typically, if the license holder is providing liquor free of charge to invited guests, a license may not be required as the AGLC deems this to be an extension of your homestead. If the license holder is providing liquor that is to be sold to invited guests, normally a private resale license is required. It is recommended that you always check with the AGLC for guidance on what the legal requirements are for your function.

3. If serving alcohol, it is strongly recommended that proper insurance be obtained, with a minimum liability coverage of \$1M. Special Event Insurance can be purchased online through <https://www.palcanada.com/index.php/en-us/> or contact a private insurer of your choice. Note that this process typically takes upwards of 7 days, so you are encouraged to act quickly.  
Please be advised that any insurance policy must list Waters Edge with an insurable interest. Information as follows:

**Condo Corporation # 072 6974**

**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**

4. Prior to your event taking place, a representative from the Board will be in touch with you to set up a time for a Clubhouse Walk through. In this on-site meeting, the

Board representative will go over where everything is located and what needs to be done to ensure the clubhouse is left the same way after your event. You will also mutually agree on the condition of the clubhouse, noting any pre-conceived damage.

5. The Clubhouse is available the morning of the reservation date 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 and beverage items can be left in the kitchen area / refrigerator in the clubhouse overnight for pick up the next morning.
11. The 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 Board Representative will contact the host to attend the walk through after the event. The damage waiver could be applied if clean-up is not done 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 a 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 guidelines, please email: [cole@karenking.ca](mailto:cole@karenking.ca)

Yours truly,

The Estates at Waters Edge

Condominium Corporation No. 0726974  
Management Team