



PENTHOUSE RENTAL APPLICATION

**MAX 50 GUESTS AS
PER FIRE CODE .**

General Information and Fees

Please complete this form and return it to the Manager or Superintendent, a signed copy will be returned to you.

1. Rental fee (\$150.00) per day payable in full day of booking . Damage deposit is (\$300.00) Cash and will be returned is passes inspection.
2. Refunds will be issued if cancellation notice is received seven (7) days prior to the date booked.

Full Name _____ Apt. # _____

Tel. _____ Function _____

Date Required _____ From _____ am/pm To _____ am/pm

Signature _____ Date _____

INTERNAL USE

Rental (\$150 / day)

Days _____ Total \$ _____ Cash OR Debit (Please circle one)

Payment [☐] DEBIT OR VISA - (VISA / MASTER CARD is a 2% service charge)

Approved By _____ Date _____

By signing this application, you agree to the following:

Rental Rules and Regulations

1. The resident **MUST** be present during the entire function.
2. Only residents that live in the building may rent the Penthouse. NO PETS ALLOWED
3. The **resident is fully responsible for** the state of the Penthouse (cleanliness, damage, or loss) and for the behaviour of all guests and/or visitors. If the Penthouse is not in a good state when the room is taken over, contact the on-duty superintendent (613-829-8200).
4. On Fridays and Saturdays, the music must cease at 11 PM and the room vacated by 12 am. On other nights, music must cease at 10pm and the room vacated by 11PM. Noise and music must be kept down to a reasonable level, always.
5. The Penthouse must be cleaned up prior to vacating the room.
6. Doors exiting to the roof must always remain closed. No Children are permitted on the roof top unattended . Absolutely no jumping or running in the Penthouse or the rooftop .
7. You are to inform your guests to ring "Penthouse/Party Room", (code 3600) for access to the building. They can be admitted from the telephone in the penthouse. Signage is not permitted on the front door panel.
8. Do not stick any decorations directly to the ceiling or walls, instead use the hooks provided around the perimeter of the ceiling bulkhead to hang décor.**NO TAPE on the painted surfaces. Do not stand on the furniture or tables . Any damages to the carpets or furniture will be charged back to the renter at full cost of repairs or replacement .**



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- 9. The resident is responsible for ensuring guests always proceed through the building (to and from the Penthouse) in an orderly fashion.
- 10. It is understood that Staff, Directors and building fire and security personnel, have the authority to inspect the Penthouse at any time and may close the function if fire code , security, or other rules are not being followed. **This is strictly enforced** .
- 11. Drunken behaviour or any evidence that drugs are being used will result in the immediate closure of the function and police action, if necessary. Future rentals may be denied.
- 12. 3100 Carling is a **smoke-free property**, smoking and vaping is strictly prohibited even on the roof top.
- 13. At no time what-so ever are vehicles to remain parked (overnight) in the front parking area, after 1:00am. Violators will be ticketed and/or towed at owners risk and expense.
- 14. The resident is responsible for informing their guests of the building rules as outlined in the Resident Handbook and will be subject to any administration or legal costs for any rules being broken.
- 15. The Board of Directors reserve the right to refuse future use of the Penthouse to any resident who does not comply with these rules.

Ingoing	INTERNAL USE
I have inspected the Penthouse prior to taking the keys and have found the room to be presented in an acceptable manner.	
Applicant (Resident) Signature _____	
Date _____ Time _____ am/pm	
Outgoing	
I have inspected the Penthouse after the occupants’ departure and have found the room to be presented in an acceptable manner.	
Staff Signature _____	
Date _____ Time _____ am/pm	