



PRIVATE RENTALS - Conservatory

A. Rental Policies:

1. "Private Function" means an event held in the Conservatory Room for celebrations or gatherings hosted by a Craig Bay adult resident, for which a rental fee is paid and the hosting resident personally supervises. An event is considered 'a private function' when the number of invited guests who are non-Craig Bay residents exceeds 10%.
2. The Conservatory may be rented for a private function of a personal nature. Rental for private functions is arranged through the Beach Club Coordinator.

The Conservatory cannot be rented for an event that:

- a. allows access to the public at large or is publicized as an open invitation without a personal guest list,
 - b. is hosted and organized by someone other than the Craig Bay resident who has made the reservation (ie. the rental may not be on behalf of a non-Craig Bay resident who will be planning the event and inviting their personal guests),
 - c. is on behalf of a group, organization or person that is not directly related to Craig Bay (ex. businesses, classes, community groups, charity groups, religious organizations, or hobby / interest groups that are not approved by the Beach Club Subcommittee, and / or fundraising for a non-Craig Bay related group)
3. Memorial Gatherings:
 - a. The Conservatory may be used at no charge for Memorial Gatherings for current Craig Bay residents. All other rental policies apply, including the submission of an event application, the provision of a damage deposit and event liability insurance when alcohol is served (refer to Section C), and a signed rental agreement.
 - b. In circumstances where the Craig Bay resident has passed away and it is a family member organizing the memorial gathering, a Craig Bay resident must sponsor and co-sign the rental agreement (along with the family member) and be present at the function for its entirety.
 - c. If a resident Memorial Gathering allows only Craig Bay residents to attend as the guests, then the Event Application must be submitted indicating this, and the policies for 'resident only' events will apply.

Conservatory rentals for Memorial Gatherings for a non-resident family member of a Craig Bay resident are considered a Private Rental and must follow the same procedures and adhere to the Rules & Regulations as outlined.

4. Only Members are allowed to initiate room rentals within the Craig Bay Beach Club. A rental application must be requested from the Beach Club office and submitted for approval before the rental is confirmed. Upon approval, the rental agreement and the invoice will be provided. When the signed rental agreement and payment have been received, the rental is considered confirmed.

5. The hosting resident is responsible for the conduct of the persons attending and must be in attendance for the duration of the event. The hosting resident is responsible for ensuring all rules and regulations pertaining to the Beach Club are complied with during the time of rental.

A. Rental Fees & Cancellation:

1. **Rental Fee:** The rental fee is **\$75 per hour**, including the time required for setting up and clean up. Where the hosting resident and guests are **10 people or less, the hourly rate will be \$30.**
 - Two cheques (one for the rental fee and a separate damage deposit) must be paid in full by the resident at the time of booking for a guaranteed reservation. Cheques are made payable to "Craig Bay Beach Club."
 - An additional hourly rate charge will be applied if the resident uses the room outside of their specified booking time. *Fees are subject to change at any time.*
2. **Damage Deposit:** A damage deposit is required (\$200 for Conservatory) and will be returned to the resident after an inspection of the space has been completed after the event, unless any appropriate deductions are determined for required cleaning or damages. If cleaning or damage is in excess of the damage deposit, the hosting resident will be billed for these damages.
3. **Cancellation:** Eighty percent (80%) of the rental fee paid will be refunded upon cancellation.

B. Alcohol and Insurance:

1. **If alcohol will be served / permitted at a private event:**
 - a. The Craig Bay hosting resident who is renting the event space must purchase Third Party legal liability insurance, with a host liquor liability extension, to a minimum limit of \$2 million per occurrence.
 - b. Insurance must name The Owners of Strata Plan VIS 4796 o/a The Craig Bay Beach Club as additional insured.
 - c. Proof of insurance must be provided to The Craig Bay Beach Club prior to the commencement of the rental or any associated events.
 - d. The sourcing of and cost of insurance is the sole responsibility of the Craig Bay hosting resident of the rental.
 - e. If insurance is not provided at least two business days prior to the event, the event in question will be cancelled and the contract voided with a refund of 80%.
 - f. Changes to your alcohol status (IE - if alcohol will not be served) must be submitted in writing / email to the Beach Club office at least two business days prior to the event, and a new rental contract reflecting this change must be signed.

If the Craig Bay hosting resident declares that alcohol will be served / permitted at their event, they must agree to provide the necessary insurance and adhere to the terms, as described above, as a condition of the rental contract.

2. **If no alcohol will be served / permitted at a private event,** then a declaration must be signed, and as a result insurance will not be required. The Craig Bay hosting resident must declare that NO ALCOHOL in

any form will be served or permitted on the property at their event. Violations to this will be investigated and referred to the CLC to determine consequences, including fines and / or loss of privileges for the Craig Bay hosting resident and their guests.

C. Rental Areas & Resources:

1. **Rental areas include exclusive use of the Conservatory room and shared use of the lobby, balcony, washroom and kitchen. *All other areas in the Beach Club, including the Four Seasons Lounge and its bar area, the swimming pool and hot tub, gym, sauna, lower level area, and outside lawn, are out of bounds to persons attending a private rental of the Conservatory.***
2. Use of the lawn space is by request and must be approved by the CLC.
3. Barbeques are available for an additional fee. *Please refer to Barbeque Rental Guidelines for more details.*
4. Access and egress for private functions held in the Conservatory is restricted to the main entrance on the upper level of the Beach Club building.
5. Craig Bay Residents and their guests will continue to have access to the Beach Club building, with the exception of the Conservatory, when rented for a private function. “Resident Only” signs must be posted in front of the Lounge entry doors and also chained to the railing at the top of the stairs. Signs are stored in the unlocked closet at the kitchen entrance.
6. Booking time includes the hours planned for the event, plus adequate set up and clean up time. Clean up includes the removal of catering supplies, trash, and recyclables at the end of the event, as well as storing or replacing tables and chairs. Please leave the space as you found it, as any additional cleaning will be charged at \$50 / per hour (minimum one hour).
7. Set-up must take place during the confirmed reserved timeframe that is indicated in the contract and may not be done at a separate time that may leave the space unavailable for others to use.
8. Clean up must be completed within the time frame that has been booked and paid for.
9. Back-to-back bookings and other events are common and you may not be notified if another booking is to take place immediately before or after your booking times. Check with the Beach Club office if you have any concerns about the schedule.
10. As this is a residential area, please turn music down after 10 pm in consideration of your neighbours.

D. Setting up:

1. The hosting resident must arrange to let caterers and suppliers into the building during your set up time, not before. Staff and other residents using the facilities are not obligated to let your caterers into the building.
2. A stereo is available for your use. It is located in the upper small white wall cupboard in the Conservatory and is also a CD and wired MP3 player.
3. If you require a digital projector, speaker or microphone, please arrange to rent these items yourself from an outside vendor.
4. The table tennis (ping pong) table located in Conservatory room may be moved to the Lounge dartboard area if necessary, not outside on the balcony as weather damages the wood.
5. Decorations that require nailing or taping or that may cause damage to the facility are not permitted. Please do not attach anything to the sound baffles.
6. In the lobby, if setting up tables for food, rugs must be rolled up and put aside in the dart area of the Lounge. The mats can be found in the unlocked kitchen entrance closet or the Conservatory closet. These mats must be used in front of the tables to prevent floor damage from food. If moving furniture to accommodate tables or a bar, please lift furniture as dragging damages the floor.
7. Coffee makers can be used. They are located under the Lounge bar with instructions on the inside cupboard door. You must supply your own coffee, tea, creamers, tea towels, and tablecloths.
8. Barbecues are available for use but must be booked for Private rentals for an additional fee. The hosting resident is responsible for moving the barbecue to a safe location before use. Please lay protective carpeting on the deck before use. Barbeque must be attended during operation.

E. Cleaning up:

1. Floors must be swept, carpets must be vacuumed, and liquid spills must be wiped up on floors and windowsills before the end of your booking time. A vacuum and broom are located in the unlocked closet at the kitchen entrance.
2. Any objects or furniture moved during the event must be replaced.
3. Coffee urns must be thoroughly cleaned and dried before storing in the cupboard. Any dishes used must be run through the dishwasher and replaced in the cupboards. These tasks must be completed by the end of your rental period. Failure to do so will result in additional cleaning charges.
4. Garbage must be disposed of in the black garbage bin on the upper balcony. Please do not leave garbage bags on the balcony or in the kitchen.

5. Beverage containers/wine bottles must be removed by the hosting resident, not stored on the balcony. Please take them home.

F. Role of the Beach Club in Private Rentals:

The rental of the Conservatory space is not offered at the same service calibre that you may expect at a hotel or other hospitality-centered facility. The Beach Club offers use of the common-property clubhouse space that is inherent to Craig Bay ownership, and the rental fee is charged to cover maintenance costs associated with its use. This fee is not a service charge that includes concierge-type service or related hospitality services. Private rental of the Conservatory includes the use of space only (within the rental agreement details), and may include use of, or access to, other resources. It is not the responsibility of the Beach Club or its representatives to facilitate any aspect of your event, other than providing the space and resources as agreed upon.