

APPLICATION FOR EVENT AUTHORIZATION

TO: THE STRATA COUNCIL OF STRATA PLAN LMS 4456

APPLICANT (CONVENOR):

SUITE NO.

DATE OF THE EVENT

START AND FINISH TIMES OF THE EVENT

DESCRIBE THE EVENT

PLEASE ATTACH ANY PUBLISHED LITERATURE AND ANY ADVERTISED SCHEDULE FOR THE EVENT.

NUMBER OF PEOPLE EXPECTED

WILL ALCOHOL BE SERVED?

_____YES _____NO

WILL SECURITY PERSONNEL BE RETAINED? _____YES _____NO

IF SO, HOW MANY RETAINED?

WHAT IS THE NAME OF THE SECURITY FIRM? _____

WHAT IS THE CONTACT INFORMATION FOR THE SECURITY FIRM?

WILL VOLUNTEERS BE USED FOR CROWD MANAGEMENT: _____YES _____NO

IF SO, HOW MANY PLANNED TO BE USED: _____

WHAT ARE THE NAMES AND CONTACT INFORMATION FOR THE VOLUNTEERS?

HOW HAVE YOU PLANNED TO THE ARRIVALS AND DEPARTURES OF YOUR GUESTS?

DO YOU AGREE TO ABIDE BY THE BY-LAWS OF THE STRATA CORPORATION AND THE RULES FOR EVENTS ESTABLISHED BY THE STRATA COUNCIL SET OUT ABOVE AND TO INDEMNIFY THE STRATA CORPORATION FOR ANY DAMAGE CAUSED BY YOU OR YOUR GUESTS DURING THE EVENT? _____YES _____NO

DOES YOUR INSURANCE POLICY COVER ANY DAMAGE CAUSED DURING THE EVENT?

_____YES

_____NO

PROVIDE YOUR CREDIT CARD INFORMATION WHICH WILL BE KEPT AS DAMAGE SECURITY AND USED IF DAMAGE OCCURS DURING THE EVENT:

CARD NAME: _____

CARD NUMBER: _____

CARD EXPIRY DATE: _____

ARE YOU WILLING TO PAY THE COST OF ADDITIONAL CONCIERGE AND SECURITY SERVICES IF REQUIRED?

_____ YES

_____ NO

DATE: _____

CONVENOR'S SIGNATURE _____

EVENT IS _____ APPROVED _____ REJECTED OR REJECTED FOR THE FOLLOWING REASONS:

SIGNATURE OF TWO STRATA COUNCIL MEMBERS:

(NAME)

(SIGNATURE)

(NAME)

(SIGNATURE)

**Rules for Events
at One Wall Centre (Strata Plan LMS 4456)**

1. Residents seeking to hold private functions in the building during which more than 25 people are expected to attend and public functions of any size (an "Event") must first obtain written approval from the Strata Council and agree to abide by these Rules for Events. Public function is defined as one for which the attendee pays admission or a fee or a function advertised to the public (either the public at large or a sub-group).
2. The host resident must complete the appended application and deliver it to the concierge (who will deliver it to the strata council) at least 30 days prior to the Event. Within 14 days of receiving the application, the strata council will consider the application and may reject it or approve it or approve it with conditions. The strata council will advise the host resident (the "Convenor") and the concierge of the decision.
3. If the application is approved, the concierge shall take action as necessary and suitable to protect the common property and facilitate the orderly management of the Event. Such action shall include protecting a designated elevator to be used for the Event, noting any common area damage before and after the Event, and arranging for an additional concierge be scheduled at the desk if the anticipated numbers of guests are high.
4. The Convenor shall co-operate with the head concierge and supply all contact and other required event information prior to the Event.
5. The Convenor, or a deputy approved by the Strata Council, must be on-site for the duration of the function.
6. If the Convenor intends to distribute written materials to the guests, then the Convenor must also provide a desk or table and chair on which to place their materials and must not use the concierge desk. The desk or table and chair must be located away from the immediate vicinity of the concierge desk.
7. The Convenor shall be responsible for the guests at all times and may be required by the strata council to employ and pay for additional security personnel stationed for the duration of the function in secure areas such as the stairwell doors, the floor landings, the lower lobby, and the elevator.
8. The Convenor must manage the Event to comply with all the strata corporation's by-laws and rules, not disturb the other residents or cause damage to the common property. Any noise complaints shall be forwarded to and dealt with by the strata council.
9. The strata council must approve any outside signage or advertising prior to its use. The strata council may insist that the strata corporation's contribution to the Event be acknowledged in any signage or advertising.
10. After the Event, the Convenor must immediately remove signage and any other associated materials and clean up of the common areas used for the Event.
11. The Concierge shall provide a post-event report to the Strata Council.
12. The Convenor shall pay for any and all additional cost incurred by the strata corporation resulting from the Event including any additional concierge salaries and security monitoring costs.
13. The Convenor shall pay for any damage to common areas caused by the host resident or the guests at the Event.