

## AMENITY BOOKING FORM

Building: \_\_\_\_\_ Suite #: \_\_\_\_\_

Resident Name: \_\_\_\_\_

Amenity: \_\_\_\_\_ Amenity Location: \_\_\_\_\_

Date of Booking: \_\_\_\_\_ Time of Booking: \_\_\_\_\_

Reason For Event: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Cost of Booking: \_\_\_\_\_ + Tax (\$13%) = \_\_\_\_\_

**Payment Method:** E-Transfer    Cheque    Pre-Authorized Deposit (Month: \_\_\_\_\_)

*\*E-Transfers can be sent to [bycommunitytenantpay@terraCorp.ca](mailto:bycommunitytenantpay@terraCorp.ca) and must include building, unit, and booking information. Cheques must be addressed to TerraCorp Management Inc.*

### **Resident Responsibilities/Amenity Rules:**

- Resident(s) must pay the full cost of the rental fee in advance to reserve the amenity.
- Resident(s) are responsible for paying TerraCorp Management in the event they or their visitors cause any damage to the amenity space during their booking.
- Resident(s) must ensure the space is maintained and left in a neat and tidy condition.
- Resident(s) must ensure all items brought by the resident(s) are removed.
- Alcoholic beverages are not permitted.

I have read and agreed to the above terms.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_