



## **Reception Bookings in the Livingston Place Club**

### *Rules and Regulations:*

The Livingston Place Club includes: Conference Centre and Lounge Area.

The tenant will be using the Livingston Place Club for standard business reception and work related events only.

The Livingston Place Club will not be available for use on weekends for any reception.

The Livingston Place Patio will be closed and locked at 4:30pm.

The tenant may only use the space from 4:30pm until the desired time frame. Set up time can be reviewed and approved by the Tenant Relations Manager.

No service provider (ie: caterer's) in the Club prior to the event, will disturb any tenant using the facility.

The tenant will be invoiced a real dollar cost of \$500.00 for use of the lounge and after the hour of 4:30pm.

End time of the reception must be reviewed and approved with the Tenant Relations Manager if past 10:00pm.

The tenant will be using virtual dollars for use of the conference centre up to 4:30pm.

The tenant may only post "private function" signs after 4:30pm on the specific reception date. The tenant is free to display "private function" signs in the Club, in the tower lobbies and by Starbucks to indicate where the reception is held. Only pre-approved sign holders can be used. There are 8-1/2" x 11" sign holders available upon request from the Tenant Relations Manager.

To avoid damage to wall finishes, the tenant cannot use tape or affix signage anywhere within the Lounge area.



Alcohol will be allowed with prior permission from the Tenant Relations Manager.

There must be proof of a liquor license provided before the reception and a copy handed to the Tenant Relations Manager.

The liquor license must be on site at all times during the reception.

The tenant will provide a list of service providers, the contact names and contact information.

If an event planner is involved, they must meet with the Tenant Relations Manager at least 14 days prior to making decisions in regard to the usage of the Club space.

A caterer must make prior arrangements with the Tenant Relations Manager for use of the servery.

The tenant will inform the Tenant Relations Manager, at least one week in advance, of extra service requirements such as: cleaning, security, garbage bins, sign holders, easels of which the Livingston Club will provide.

The tenant will incur all costs for clean up in the Club after their event. The tenant will be invoiced a clean up rate based on hourly service of \$20.00.

The tenant will incur the cost for extra security if needed and will be invoiced a rate based on hourly service.

Special details and arrangements can be made through the Tenant Relations Manager.

Our reception is to be held on (date)\_\_\_\_\_. I, (name)\_\_\_\_\_, from (company)\_\_\_\_\_, have read and fully understand the document above stating the rules and regulations of the Livingston Club.