

## **Booking the Theatre (or Media Room)**

To check to see when the Theatre is available, please call [604-801-5559](tel:604-801-5559) or visit the Manager's Office during our Duty Hours. In order to reserve the space however, please be prepared to fill out the Application form and have a deposit cheque ready at the same time. We cannot hold any room without this being completed.

Familiarise yourself with the Adopted Rules (below) for the Electric Avenue. Residents are as responsible for their own conduct on the property as they are for their Guests' behaviour. Please read the Terms and Conditions on Page 2. (Terms are also posted in the room.)

**General Points about the Theatre:** (Pictures can be viewed on-line: [www.electricavenue.info](http://www.electricavenue.info) )

The Theatre is located in the 2<sup>nd</sup> Floor hallway just before the Lounge. It is an 18-seat screening room that includes a VCR, DVD Player and Novus Cable TV. It operates via a wall keypad (instructions posted on the wall.) The electronic equipment and projector are Sony-brand and sound is made possible with a combination of JM Labs speakers and Boston Acoustics amplifier and Sub woofer systems – all supplied and installed by Commercial Electronics.

### **Adopted Rules:**

- *Hours of operation: 5:00 a.m. to midnight (not generally booked before 8:00 am)*
- *Use of the media room is for Residents of Electric Avenue, and a maximum of eighteen (18) guests, by reservation only with the Resident Manager. Guests of residents using the media room must at all times be accompanied by the resident.*
- *Refundable deposit of \$100.00, payable by cheque only, which will be returned upon confirmation that the media room has no damage and is clean. Any additional costs related to the clean up and/or repair of the media room in excess of the \$100.00 deposit will be billed directly to the individual's strata unit.*
- *The media room can be booked in a four (4) hour block only, up to a maximum of two (2) times a month per resident. Exceptions apply to last minute bookings on availability for same day.*
- *No animals are allowed in the media room.*
- *Report any damages to the Resident Manager immediately.*

### **DISCLAIMER**

- Use of the media room and equipment implies agreement with the rules governing its usage. Use of the media room and equipment is at the sole risk of the user.
- The Strata Council or building management reserves the right to deny use of the facilities to any individual at any time for non-compliance with these rules.
- The Strata Corporation shall not be held responsible for any actions, claims, demands, liabilities, loss, damage, injury or expense of any kind, including legal fees, which may result of use of the media room and equipment by any reason.

STRATA PLAN BCS 1433 – ELECTRIC AVENUE

1. The applicant is responsible for the conduct of guests and for ensuring that the Bylaws of The Electric Avenue and other governing agencies are complied with and the applicant must be in attendance at all times during the function. The applicant is responsible for any damage caused by themselves or guests.
2. The lounge can be booked in four-hour blocks only, up to a max of two times a month with exceptions being possible with same day notice subject to availability.
3. Sound volume must be kept to a reasonable sound level in order that nearby residents are not disturbed, and must be kept at a low level after 10:00 p.m. The function must terminate at end time of your event and all persons must have left the Amenity Area in a quiet and orderly manner by midnight.
4. Guests are not permitted to wander through the building or loiter in the lobbies.
5. The applicant is responsible for returning the fob (If after Office hours, return fob-set in the marked mail box in the Smithe lobby mailroom) and for clean-up of the Theatre, both of which should be completed within the booking time of the event, as follows:
  - a. Remove any personal belongings
  - b. Sweep, clean and vacuum floors
  - c. Ensure washrooms are reasonably clean
  - d. Remove all garbage
  - e. Ensure the control panel is in the “all off” position and that the projector light is off (the fan can be left running)
  - f. Ensure furniture and all electronic equipment is left in good order
6. Strata Corporation-owned equipment and furniture may not be removed from the Theatre.
7. Appropriate attire and shoes must be worn at all times. Offensive behaviour such as indecent exposure is not permitted in common areas.
8. Any costs incurred by the Strata Corporation for damage, loss of equipment and/or furnishings and/or extra necessary cleaning shall be recovered by the Strata Corporation, first from the refundable deposit, with the balance being paid by the Applicant to the Strata Corporation directly. At the same time, it is understood that a breach of any of the above Terms & Conditions, or any of the Noise or other Bylaws by the Applicant or the guests, can result in fines being assessed and the forfeiture to the Strata Corporation of any balance remaining of the refundable deposit toward payment thereof. It can also result in the loss of access privileges to the Amenities.