



Lounge Waiver Form

Homeowners/residents wishing to reserve the TRCA Lounge must agree to and abide by the conditions outlined below by signing and initialing where indicated. By submitting this completed form you are bound by the conditions stipulated therein and also assume all responsibility for any guests attending your event.

Please read the information below related to your upcoming event in the TRCA Lounge. If you agree with these TERMS and CONDITIONS, please complete all fields, sign and return this form to trcacommittee@gmail.com to complete the booking process. The return of this signed form indicates that the named party accepts these terms and conditions for the use of the TRCA Lounge.

- The TRCA Lounge is available for use between 7:00am and 10:00pm with a maximum capacity of 40 people.
- The outside members' entrance/exit door (to the left of the main clubhouse entrance) is clearly marked and should be used for accessing TRCA amenities. Access to the Lounge is via the door immediately adjacent to this entrance (turn left on entering the building). Entrances are equipped with a key fob system. This system allows the TRCA to monitor who is using the Lounge at any and all times. You will need to use your key fob to enter/exit the building and at the Lounge door itself to gain access to the room. When exiting the room you must use the same Lounge entry door. To exit the building, you need to use your key fob once again at the members' entrance/exit. **Do not use the red button – this is for emergency exit purposes only. Failure to fob out will find you locked out on your next visit, as the security system thinks you are still inside the building.**
- Access to the building and Lounge will only be made using the fob that you have been assigned. If you do not yet have a fob, and require one, please contact the TRCA via email: trcacommittee@gmail.com.
- During the winter season (late October to early April), the alarm system is armed if the clubhouse staff are not present. Use of the fob deactivates the alarm system in our space (Lounge, Gym and connecting common space).
- Please be aware that you and your group must leave the building before 10:00pm as not to inadvertently trigger the alarm system. After 10:00pm the lounge entry door is programmed to deny entry.

In addition, please be aware that:

- You can only exit the Lounge and building via the Lounge entry door and Members' entrance/exit door. Exiting by either of the two glass doors in the Lounge or any other door in the clubhouse will sound the alarm if the security system has been set.
- If you or any member of your party inadvertently sets off an alarm, there will be a mandatory \$100 fine if clubhouse staff deem it necessary to investigate the situation in person once they are notified by the security company. If it is

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decided that it is necessary to have police answer the call, there will be an additional fee for as much as \$600 (the fee the City of Kelowna will charge businesses for a false alarm that will be passed along to you).

- Please be aware that washroom space is limited on the main floor, however fully equipped washrooms can be found on the lower level across from the fitness centre. Elevator service is available if needed.
- Alcohol can be brought into the Lounge for personal use only and must be restricted to the Lounge itself. Alcohol in any other part of the building would be in breach of the Clubhouse's liquor licence.
- You are expected to leave the Lounge in the condition you found it (or better!!). The costs of any additional cleaning deemed necessary following your event will be charged back to you (\$100 minimum). **Cleaning implements (broom, vacuum, mop & bucket, cleaning cloths & cleaning solutions) are in the room for your post-event clean up. Please note that any items left behind in the refrigerator will be discarded.**
- Please consider any pre-event set-up and post-event clean-up time required when making your booking request.
- If you need to cancel your event, please contact the TRCA at trcacommittee@gmail.com as soon as possible.

Your signature below acknowledges that you have read, understood, and agree to the above TERMS and CONDITIONS.

Note: The waiver for ongoing recurring events expires after one year and will need to be renewed prior to the expiry date. An email with a new waiver form will be sent to the event organizer.

Please complete the following:

Single or Recurring Event

Is this a commercial event (i.e., fees being collected or revenue being generated at, or as a result of, this event)?

YES NO

Name (please print): _____

Address: _____

Phone: _____ Email: _____

Nature of the event: _____

Number of attendees (must be 40 or less): _____

Date(s) or days of the week required: _____

Time period requested: From(hr): _____ To (hr): _____

NOTE: Please provide adequate time in your booking request to accommodate any required set up and post-event clean up.

SIGNATURE: _____

Dated: _____

October 10, 2025

NOTE: The members lounge is monitored and recorded by security cameras for your safety and for insurance purposes.

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