

**ESSEX STANDARD CONDOMINIUM CORPORATION (ESCC No. 122)**  
**Property Management – Danbury Property Management**  
 Unit 2 - 2296 Richmond St., Windsor, ON N8Y 1L6  
[info@danburypropertymanagement.com](mailto:info@danburypropertymanagement.com)

**LOUNGE RESERVATION FORM**

***\*Please complete this form and send it to [portofinocondos@gmail.com](mailto:portofinocondos@gmail.com) and speak with the Concierge to confirm the reservation.***

***Portofino Concierge Desk Ph 519-915-0805 - Hours are 8am-12 Noon and 1-5pm Daily  
 (Unavailable at lunch 12-1 pm)***

RESIDENT DETAILS	
<b>NAME</b>	
<b>UNIT #</b>	
<b>PHONE #</b>	
<b>EMAIL ADDRESS</b>	
EVENT DETAILS	
<b>DATE OF EVENT</b>	
<b>START TIME</b>	
<b>TYPE OF EVENT</b>	
<b>NUMBER OF PEOPLE</b>	
<b>SPECIAL NOTES</b>	
<b>TERMS AND CONDITIONS</b>	<ol style="list-style-type: none"> <li>1. Cheques required: <b>\$150.00</b> Rental Fee (non refundable) and <b>\$250.00</b> Damage Protection Fee, both payable to ESCC No. 122.</li> <li>2. If alcohol will be served, you must provide ESCC No. 122 with a copy of your <b>Condominium Insurance Policy</b>.</li> <li>3. As the Unit Owner, I will be in attendance for the duration of the event.</li> <li>4. Events must not exceed <b>11:00 pm</b>.</li> <li>5. Smoking is not allowed anywhere in the building. This includes the lounge and rooftop terrace.</li> <li>6. There is to be <b>no</b> consumption of alcohol outside of the lounge.</li> <li>7. I understand that the capacity of the room is limited to <b>75 people</b>.</li> <li>8. Clean up of the lounge and rooftop terrace is to be done by <b>11:00 am</b> the following day.</li> <li>9. You are responsible for the set up and take down of the tables and chairs. There are <b>7 rectangular tables</b> and <b>55 chairs</b>.</li> </ol>
<b><u>OWNER SIGNATURE</u></b>	
<b><u>DATE</u></b>	