



REGENT PARK PAVILION
GENERAL RULES AND PROCEDURES FORM
PRIVATE FUNCTION RENTALS AND USES

Only Westbury Park Residential Association, Inc. (“WPRA”) property owners or their properly registered, current tenants, may apply to reserve the Regent Park Pavilion, including the optional use of the kitchen for limited special function events.

General Use Rules:

- *The pool area, fitness center and toilet rooms may not be reserved nor restricted as part of any private function. However, the toilet rooms will be available for attendees of any approved private function.*
- *Under no circumstances are the pool area or fitness center allowed to be reserved by any individual nor will access be included as part of any private or for-profit function or use.*
- *The WPRA owner or their tenant (i.e. “Applicant”) reserving the facility must be present at the Pavilion during the function.*
- *Anyone found to be holding a function without a proper application and approval will have their owner’s account fined a \$250.00 fee. In the instance an owner’s tenant is responsible for this type of unauthorized use, the property owner (i.e. landlord) will be responsible to obtain restitution from their tenant to offset the fine. Fines are subject to late fees and legal collection procedures and related costs, if necessary.*
- *The Pavilion may not be used or rented for commercial or used specifically for any type of ‘for-profit’ use.*
- *All applications must include personal or bank checks for all related fees, made payable to Westbury Park Residential Association, Inc. as detailed below.*

Rental Procedures, Requirements & Fees:

1. **The Pavilion Reservation Request Application** or the **Pavilion & Kitchen Reservation Request Application** must be completed and accompanied by a signed copy of this **Regent Park Pavilion – General Rules and Procedures** by the Applicant to confirm their understanding and agreement to comply.
2. All standard function events* will occur no longer than within a six (6) hour window (e.g. Noon-6:00PM, 3:00PM-9:00PM, etc.), and may only take place between the hours of 9:00AM-10:00PM Friday & Saturday, 9:00AM-9:00PM Sunday-Thursday.
3. **STANDARD FUNCTION EVENT FEES:** the following fee schedules are for *standard function events*. *
Cleaning and trash removal may be performed by Applicant or these services are available for an additional fee, as detailed below. Rental for non-standard function events, including those which are longer-than-standard duration events or those which result in more-than-typical cleaning or trash removal services, will be quoted on a case-by-case basis.
 - **Pavilion Only \$100** total fee owed with **Application**, comprised of a \$50 non-returnable rental fee + a \$50 refundable security deposit fee (2 separate checks are required), cleaning & trash removal by Applicant. Note: cleaning & trash removal must be completed immediately at the conclusion of the event.
 - **Pavilion Only \$225** total fee owed with **Application**, comprised of a \$175 non-returnable rental fee + a \$50 refundable security deposit fee (2 separate checks are required), cleaning & trash removal by WPRA.
 - **Pavilion & Kitchen \$350** total fee owed with **Application**, comprised of a \$250 non-refundable rental fee + a \$100 refundable security deposit fee (2 separate checks are required), cleaning & trash removal by WPRA (cleaning/trash removal by Applicant-not an available option).

*See Items 6 & 7 below – for exceptions to standard function events.

