

How to Reserve the Lounge for a Single or Recurring event

- The Lounge will be available from 7:00am to 10:00pm. The security system is set at 10:00pm so you and your guests must be out of the Clubhouse before then.
- You are responsible for leaving the room in the condition you found it.
- Access to the building and Lounge will only be made using the key fob that you have been assigned. If you do not yet have a fob, and require one, please let us know by email (trcacommittee@gmail.com) and you will be contacted on the process to secure a fob.

To reserve the Lounge please follow the steps below:

1. Check for available dates and times in the Lounge reservation calendar on the TRCA website (www.trcamembers.ca) under TRCA Amenities/ Lounge Amenities. **Email us** at trcacommittee@gmail.com with the date, hours required (starting and finishing times) for your event, the number of people attending and the nature of the event you are planning (e.g., meeting, party, reception, etc.).
2. When your email request has been received, you will be informed by return email whether the room is available for the desired dates and times and, if so, you will receive the following documents:
 - (a) **TRCA Lounge Waiver that include the TERMS and CONDITIONS** (to be completed in full and returned to the TRCA), and
 - (b) **Winter Rules** (depending on the season).
 - Once you receive the TRCA Lounge Waiver, please complete all fields, sign and email the completed form to us electronically at trcacommittee@gmail.com. If you are unable to provide an electronic version, please contact us at trcacommittee@gmail.com and an alternative method will be arranged.
3. Once the waiver is received and processed, your reservation will be confirmed by return email.

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.

Sept 23, 2024