

Granville Gardens Housing Co-operative

6800 Lynas Lane, Richmond, B.C. V7C 5E2

COMMUNITY HALL BOOKING AGREEMENT

All members using the Community Hall for a private function must complete this booking agreement form and comply with the following RULES:

1. You must give the booking person two cheques, made payable to GRANVILLE GARDENS HOUSING CO-OPERATIVE- one for \$15.00 for hall booking, and one for \$50.00 as damage deposit.
2. The member who books the hall must be in attendance during the event, and is considered responsible for any resulting damage. Individuals under age 19 are to be supervised at all times.
3. The member and their guests must not remove co-op property from the community hall. Decorations may NOT be affixed to the walls, ceilings, doors, door frames, or window coverings by any materials such as: tape, masking tape, pins, tacks, or nails. Use existing decoration hooks to mount your decorations.
4. No smoking is allowed inside the community hall. Smoking is allowed at the front entrance of the hall only.
5. At 11:00 p.m. all event participants must be inside the hall, with doors closed, and noise kept to a **minimum**.
6. Your guests must park only in the VISITORS parking area. Vehicles parked anywhere else in the co-op may be towed with no prior warning.
7. All doors and windows must be closed and locked when you leave. Special care should be taken to insure the double doors are closed securely.
8. **By noon the following day the hall (and any co-op equipment used) must be cleaned and all personal belongings and garbage removed.** The floor must be swept and washed. All garbage including bathroom garbage must be removed.
9. The hall key must be returned as soon as the cleanup and inspection is completed the day following the event. The member booking the hall is responsible for returning the key.
10. The cheque for the damage deposit will be returned the next day, after the hall has been inspected and no damage found.

Name of Member Booking Hall _____ Unit no. _____

Phone Number (home) _____ (work) _____

Date of Booking: _____ Time: from _____ To _____

Reason Hall Wanted _____

Approx. How Many People _____

I have read), understand, and agree to the rules and regulations governing the use and booking of the hall.

DATE

MEMBER SIGNATURE

CO-OP REPRESENTATIVE SIGNATURE