

Dundee Court Housing Co-Operative

Amenity Hall Booking Application Form

Member's Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_

Time Requested: \_\_\_\_\_ to \_\_\_\_\_

- **Submission :** at least 48 hours prior to booking to Heather Lahoda by one of the following methods; Email completed form to [Dundeeamenity@gmail.com](mailto:Dundeeamenity@gmail.com) or complete form and hand deliver to #4-5411 Killarney St
- **Fees:** Two signed and current dated cheques made out to Dundee Court Housing Co-Operative
  - Hall rental \$30.00
  - Damage deposit \$100.00 once the hall has been inspected and confirmed to be clean and damage free, the Co-Op's Co-Ordinator will return your cheque to you.
- **Cancellation:** 24 hours prior to booking
- **Booking time:** Booking time will include time for setting up your event and cleaning up afterward. Music must be turned off by 11pm and your event must be over (including clean up) by midnight.
- **Cleaning:**
  - Wipe and dry and tables you used and place/stack them in the cart provided.
  - Stack cleaned and wiped chairs
  - Clean and wipe down kitchen counters and ensure any appliances/dishes etc used are cleaned and put away where they belong.
  - Remove any food and/or beverages your brought in with you
  - Take down any decorations you put up
  - Washrooms should be left in good condition
- **Garbage:**
  - Do not empty coffee grounds into the kitchen or bathroom sink or toilets
  - Do not leave any garbage - after your event all garbage should be bagged and removed
  - The recycling bin outside of the amenity room is for paper only, do not deposit garbage in it
  - Ensure that the common area outside of the amenity room is tidy ie, clear of garbage and/or cigarette butts
- **Parking:** Please ensure your guests are aware there is NO visitor parking on site, they must park on Dundee, Killarney or Kingsway. This is strictly enforced and may result in their vehicles being towed at their expense.

**SMOKING IS NOT PERMITTED IN THE AMENITY ROOM**

Hall Co-Ordinator signoff to refund damage deposit: \_\_\_\_\_ Date: \_\_\_\_\_