



## BHCC REQUEST FOR BOOKING APPLICATION PRIVATE EVENT

<b>Description of Event:</b>		
Date:	Start time:	End time:
Set-up Date:	Start time:	End time:
Clean-up Date:	Start time:	End time:
Approximate number of Briar Hill guests:	Number of other guests:	

### ROOMS RESERVED: Please check the rooms required:

Great Room only		No Charge
Great Room and Kitchen		\$75.00
East Room only		No Charge
East Room and Kitchen		\$75.00
Kitchen only		\$75.00
Lounge	Not available for advanced booking	N/A

### Lower Level:

Games Area	Not available for advanced booking	N/A
Centre and East Area		No Charge
Patio		No Charge

### ITEMS REQUIRED:

Large Barbeque		\$30.00
Small Barbeque		\$15.00
Linens	See Linen Fee Schedule	
Dishes		No Charge
Projector		No Charge
Audio Equipment		No Charge

### ADDITIONAL CHARGES:

Event Monitoring Fee	Minimum 4 hours @	\$ 15.00 per hour

\*\$100.00 - DUE at time of booking. **Please note** that if the event is cancelled within 30 days of the event, a cancellation fee of \$100.00 will be charged.



## BHCC REQUEST FOR BOOKING APPLICATION PRIVATE EVENT

- **Fire Alarm:** Please point out the nearest exit and remind your guests in case of a fire alarm, they must exit the building via the nearest exit and not re-enter the building until the Fire Department has given the okay.
- All costs for the Event must be covered by the Event participants.
- The Event will be responsible for any **unusual** damage to the Community Centre, costs for extra cleaning and/or maintenance if required. "Unusual" means damage that would not happen in the day-to-day use of the Community Centre.
- The room(s) must be returned to a **"READY STATE"** for the next user.
- If you are using the dishwasher, kitchen, Sound and Projector System, or other equipment, please contact the office at: [bhcc@rogers.com](mailto:bhcc@rogers.com) to arrange a tour & instructions in advance of your event.
- Your group must follow the policies of the Community Centre. If you do not have a copy of the Policy Document, please request one from the BHCC Office.

### **MAXIMUM CAPACITY:**

#### By Fire Department:

Great Room	345
East Room	95
Lounge/Library	38
Lower Level	198
Lobby (Standing)	230

#### For Social Events:

Great Room	144
East Room	56
Lounge/Library	38
Lower Level	198
Lobby	60

Briar Hill Community Centre has a Commercial General Liability Insurance Policy that covers bodily injury and property damage for all residents. The policy does not exclude the possibility that a private event organizer could be named directly responsible in any lawsuit for bodily injury and/or property damage of a non-resident guest that occurs during the event. To avoid the risk of being named in a lawsuit, it is recommended that the event organizer obtain Special Event insurance coverage (approximately \$125.00 cost). By making this application, you understand your liabilities as set out.

<hr/> Name (please print)	Phase/SCC#: _____  Phone: _____  Email: _____  Date: _____
<hr/> Signature	
<b><i>Application Approval:</i></b>	
<hr/> <b>BHCC Representative</b>	Date: _____
Entered on Calendar _____	Confirmed with Resident _____