

RESIDENT PRIVATE EVENT BOOKING REQUEST

BOOKING RESIDENT NAME:		PURPOSE OF EVENT:	
Date of Event:		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:

<input type="checkbox"/> Great Room only	No Charge	
<input type="checkbox"/> East Room	No Charge	
<input type="checkbox"/> PLUS KITCHEN	\$75.00	
<input type="checkbox"/> Kitchen only	\$75.00	
Lounge	Not available for advanced booking	
<input type="checkbox"/> Lower Level Centre		
<input type="checkbox"/> Lower Level East Area		
<input type="checkbox"/> Lower Level Centre and East Area		
Patio	Not available for advanced booking	
Lounge	Not available for booking	

ITEMS REQUIRED:

<input type="checkbox"/> Large Barbeque	Separate BBQ Rental Agreement To be completed & signed	\$30.00
<input type="checkbox"/> Small Barbeque		\$15.00
<input type="checkbox"/> Linens	See Linen Fee Schedule	see price list
<input type="checkbox"/> Dishes		No Charge
<input type="checkbox"/> Projector		No Charge
<input type="checkbox"/> Audio Equipment		No Charge

ADDITIONAL CHARGES:

<input type="checkbox"/> Event Monitoring Fee	Minimum 4 hours @ \$20.00 per hr	\$80.00

***\$100.00 – DEPOSIT 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.**

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- **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.
- The Booking Resident 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 to arrange a tour & instructions at least 5 days in advance of your event.
- Your guests 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.

Phase/SCC#:

Booking Resident Name (please print)

Phone:

Signature

Email:

Date:

Application Approval:

BHCC Representative

Date:

Entered on Calendar _____

Confirmed with Resident _____