

## **RESIDENT PRIVATE EVENT BOOKING REQUEST**

|  |                          |                         |
|--|--------------------------|-------------------------|
| <b>BOOKING RESIDENT NAME:</b>            | <b>PURPOSE OF EVENT:</b> |                         |
| 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<br>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.

## **RESIDENT PRIVATE EVENT BOOKING REQUEST**

- **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](mailto: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.

|   |  |
|---|--|
| <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Booking Resident Name (please print) | <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Phase/SCC#: |
| <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Signature                            | <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Phone:      |
|   | <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Email:      |
|   | <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Date:       |

#### ***Application Approval:***

|   |  |
|---|--|
| <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> <b>BHCC Representative</b> | <div style="border-bottom: 1px solid black; margin-bottom: 10px;"></div> Date: |
|---|--|

Entered on Calendar \_\_\_\_\_ Confirmed with Resident \_\_\_\_\_