

## COMMUNITY HALL RESERVATION REQUEST FORM

Unit: \_\_\_\_\_ Print Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_

Reservation Request Date: \_\_\_\_\_ Request Time: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM

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The Hall may be reserved for private or public events for a block of time. Members are welcome to reserve the Hall for personal events between 8 a.m. and 11 p.m. for \$25. The \$25 reservation fee and a refundable deposit of \$50 is payable prior to the confirmation of event.

Non-members are to inquire with the office. Fees are subject to change without notice. The reservation fee is waived for committees, but a reservation form is still required to avoid over bookings and to ensure required documents are received prior to event where necessary.

All reservations must be made through the office. The renter, the person who reserves the room, must attend the event. The renter is responsible for their guests as well as for the room, cleaning, and any damages incurred. The renter will be charged back for any costs arising from injuries to person(s), damages to Co-op property, and/or room cleaning services that result from the renter's event and/or room reservation.

Renter's responsibilities also include the following:

- The Hall is cleaned after the event, including the kitchen area and washroom. If any item and/or area requires cleaning afterwards, you understand the cost of cleaning is chargeable to you.
- All lights and electronics in the Hall are turned off after your event.
- Ensure all doors and windows are locked after your event.
- The Hall and washroom are inspected before and after your event.
- The Hall is cleaned after the event (includes room, kitchen, hallway, and washrooms) and any items used are returned to its proper spots (i.e. dishes are washed and put away in proper cupboards) and understand you will be charged back for any cleaning costs relating to your event.
- You are responsible for any damages to the rooms and to any of the contents inside and understand you will be charged back for any damages and incidents relating to your event.
- GAMES.** Any form of 50/50, raffle, or any game with payment of any sort that offers a prize is prohibited unless you obtain a permit from the City of Ottawa (or AGCO if monetary value of prize is over \$50,000).
- ALCOHOLIC BEVERAGES.** If alcohol will be consumed, served, and/or sold, you are responsible for your guests and submission to the Co-op office the following documents at least 30 days prior to the event:
  - A SOP (Special Occasion Permit),
  - a PAL (Party Alcohol Liability insurance),
  - Certified Smart Server's certificate with valid photo I.D. (i.e. driver's license),
  - Ontario-purchased alcohol receipts (all alcohol must be accounted for by receipts and no other alcohol is permitted), and

- Complete Guest List** (must be registered to attend the event with alcohol present). You are responsible for ensuring your guests are warned about the dangers of drinking and driving as well as ensuring they are safe after they leave your event as per the Alcohol and Gaming Commission of Ontario.

Once you have filled and submitted your applications to the appropriate agencies, these documents can take approximately 30 days to be received if approved. Once received, the Co-op must be given the originals 30 days prior to the event. A copy of each required document will be posted in plain sight in the room reserved during the event.

**For this event, will there be any alcohol sold, served, or consumed?** (Initial beside one option below):

         No, there will be no alcohol sold, served, and/or consumed at this event that I am reserving the Hall for.  
Initial

         Yes, there will be alcohol sold, served, and/or consumed at this event, and I will provide the necessary documents (e.g. SOP, PAL insurance, Smart Server ID and Certificate, Guest List, and any other applicable documentation necessary) to the Co-op within 30 days prior to the event. I understand that no raffles, 50/50s, or similar games will be held during this event, and that I am responsible for guests, that they do not drink and drive, and are safe even after they leave the event.

For more information, please contact the Co-op office or visit AGCO.ca and SmartServe.ca.

**If any mandatory documentation is not submitted in time, I understand that my reservation will be cancelled and that I may not be refunded the room rental fee. By signing this form, I agree to the terms above.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Options** (*cash not accepted*). Please check one box.

- I authorize Fairlea Park Co-op to electronically withdraw from my bank/credit union account \$25 for the Hall reservation and \$50 for the Hall Deposit for the purpose as described above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- I am submitting with this form with a cheque or money order (attached) in the amount of \$25 for the Hall reservation and a \$50 cheque/money order for the hall deposit for the purpose as described above.
- I am submitting this form on behalf of \_\_\_\_\_ Committee for an event that waives the room reservation fee. Prior to reservation confirmation, I understand that any committee events with alcohol require Board approval and direction prior to reservation confirmation (attach Board decision).

Disclaimer. Cardinus Housing Co-operative Inc. and Cornucopia Property Management Corporation will not be held liable for, including and not limited to, damages, loss of income, injuries and/or death to person(s) as a result of access given to person(s) not registered on the guest list nor responsibilities not carried out by the signee or committee.

**FOR OFFICE USE:**

Date availability okay?	Y / N			
Fee paid prior to event?	Y / N	CHQ# _____	CHQ/EFT w/d Date _____	Bookkeeper Update _____
Room inspected prior to event?	Y / N	Notes: _____	Room inspected after event?	Y / N Notes: _____
Games at Event?	Y / N			
Alcohol at Event?	Y / N			
	If Yes, date SOP received and attached: _____			
	If Yes, date PAL received and attached: _____			
	If Yes, date Smart Server ID and Certificate received and attached: _____			
	If Yes, date complete Guest List received and attached: _____			
Reservation confirmed?	Y / N	If Yes, date: _____		
Date deposit returned after event?	_____	If deposit not returned, why: _____		