

**MEADOW HIGHLANDS MOBILE HOME CO-OPERATIVE**

**IMPORTANT: MUST CONFIRM DATE IS AVAILABLE BEFORE PLANNING EVENT**

**HALL RENTAL AGREEMENT**

MEMBER(S)NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

DATE(S) HALL IS REQUIRED: \_\_\_\_\_ TIME: FROM: \_\_\_\_\_

TODAY'S DATE: \_\_\_\_\_ TO: \_\_\_\_\_

EVENT: \_\_\_\_\_

**NOTE: A \$200 CHARGE WILL APPLY IF ALARM IS TRIGGERED**

**USAGE FEES:** \$1.00 PER PERSON

NUMBER OF PEOPLE EXPECTED: \_\_\_\_\_

\$50.00 CLEAN UP DEPOSIT IS TO BE SUBMITTED WITH THE HALL RENTAL AGREEMENT.

I(WE) CONFIRM HAVING RECEIVED AND READ THE "REGULATIONS OF MEADOW HIGHLANDS MHC – 'RECREATION CENTRE USAGE'" AND AGREE TO ABIDE BY THESE REGULATIONS.

I (WE) TO TAKE FULL RESPONSIBILITY FOR THE RENTAL OF THE HALL AND WILL NOT HOLD THE CO-OP RESPONSIBLE FOR MISSING OR MISPLACED ITEMS, AND WILL CLOSE AND LOCK DOORS WHEN AT ALL POSSIBLE. (WHEN AIR COND. ON...KEEP EXTERIOR DOORS CLOSED)

- SPECIAL NOTE:** - USE OF THE CARD TABLES IS NOT INCLUDED  
- EXTRA KITCHEN DOOR ACROSS FROM LADIES RESTROOM  
TO BE KEPT CLOSED WHENEVER STOVE/OVEN IN USE  
- OPEN FLAME OR SPARKLERS NOT PERMITTED

**LATEST USAGE TIMES:**

- FRIDAY AND SATURDAY – 12: MIDNIGHT
- SUNDAY TO THURSDAY INCLUSIVE – 10: P.M.

\_\_\_\_\_  
Signature of Member(s)

\_\_\_\_\_  
Signature of Co-ordinator

**CONTACT WHEN OFFICE CLOSED:** Don Parker Phone: 604-459-3027 or \_\_\_\_\_

**Office use:** Number in Attendance: \_\_\_\_\_ X \$1.00 = \$ \_\_\_\_\_

Surcharge for not cleaning \$ \_\_\_\_\_

After 10:pm charge \$ \_\_\_\_\_

Rebate of any pre-payment - \$ \_\_\_\_\_

Total paid \$ \_\_\_\_\_ cheque

## Amendments approved at General Membership Meeting on January 23<sup>rd</sup>, 2014.

### I. RECREATION CENTRE USAGE

#### **Hall capacity 80 people. Note emergency exits.**

1. The recreation centre hall facilities are available only to the members and/or their spouse to hold functions in the hall for their immediate families and friends. The recreation hall facilities are not for commercial use.
2. All inquiries for use of the recreation centre facilities are to be directed to the office coordinator for approval or disapproval. Meadow Highlands Mobile Home Co-operative reserves priority over personal usage and has the right to refuse any application for use of the hall facilities.
3. The co-op will not be liable for damage to third party property or any injury or any articles stolen or lost during the use of the hall facilities.
4. The member and/or spouse are responsible for any loss or damage to the hall facilities and/or co-op property during the period of use or due to failure to secure the facilities after use.
5. Parking on all roadways other than driveways are prohibited at all times. Hall event parking is allowed in front of the recreation centre along the west side of the Ponderosa Blvd. median and in the open area at the foot of Poplar Place. **See parking diagram.**
6. The renter shall, following the use of the facilities, return everything to its original location, all areas are to be clean and all doors, exits and windows are to be secured. All garbage must be removed from the hall. A bin is located on the north side of the building.
7. When alcoholic beverages are sold at a function, it will then be the responsibility of the renter to ensure all liquor requirements are met according to the Liquor Control and Licensing Branch of BC.
8. No alcoholic beverages are allowed outside the recreation centre facilities.
9. No confetti is to be used on co-op property.
10. No smoking is allowed in the hall or in any area within 7.5 meters from a door, window, air intake vent as per City of Pitt Meadows bylaw #2358 and amendments.
11. Use of the recreation centre facilities shall cease at 12:00 midnight, Sunday to Thursday inclusive and 1:00 A.M. on Friday and Saturday. The serving of alcohol and the playing of music shall cease at MIDNIGHT on Friday and Saturday with the exception of New Year's Eve.
12. Music shall be kept at a reasonable level so as not to unduly disturb the residents of the co-op not in attendance. Live entertainment must be preapproved by office or Hall Rental Coordinator before booking or renting the Hall.
13. The application for usage of the recreation centre hall facilities may be cancelled without notice by the Meadow Highlands Mobile Home Co-operative Board of Directors should specific conditions warrant.
14. The Board of Directors shall set the usage fee for the recreation hall facilities on a per head basis and a damage deposit on a per function basis. The usage fee and damage deposit fee is due and payable when the application is processed. The damage deposit will be held for 72 hours following the date of the function. If it is determined that there is no damage or inadequate clean up of the hall facilities, a rebate shall be made. In the event there is damage and/or inadequate clean up within the specified time, the damage deposit will not be refunded. A non-refundable security fee is charged for hall use after 10:00 p.m. which must be pre-arranged with the office or Hall Rental Coordinator.
15. Members and/or their spouse shall be exempted from payment of the usage fee for the recreation hall facilities when observing their 50th wedding anniversary or upon reaching their 80th birthday.
16. If use of the P.A. system or Big Screen TV is required, prior arrangements and instruction must be made through the Office or Hall Rental Coordinator.
17. No bicycles, skateboards or rollerblades permitted in or around the recreation hall, swimming pool and oasis.
18. No open flames, i.e. candles, sparklers, are permitted. Renters are responsible for payment of charges incurred with regards to false fire alarms caused by them or any of their guests.