



USE OF SPACE AT MARPOLE OAKRIDGE FAMILY PLACE (MOFP)

CONTACT INFORMATION

First and Last Name:	Telephone:
-----------------------------	-------------------

Address:

Email:

USE OF SPACE DETAILS

Date:	Time:	Deposit
<input type="checkbox"/> Option A: Drop-In Room (\$175 for 3 hours)	<input type="checkbox"/> Option A: Additional Time _____ hrs (\$65/hour)	<input type="checkbox"/> \$65 refundable damage deposit
<input type="checkbox"/> Option B: Both Rooms (\$250 for 4 hours)	<input type="checkbox"/> Option B: Additional Time _____ hrs (\$65/hour)	<input type="checkbox"/> \$65 refundable damage deposit
<input type="checkbox"/> Option C: Multi-Purpose Room (\$100 for 3 hours)	<input type="checkbox"/> Option C: Additional Time _____ hrs (\$65/hour)	<input type="checkbox"/> \$65 refundable damage deposit

WAIVER

I have read and understand the MOFP terms and conditions (next page) and agree that MOFP shall not be responsible for any injury, loss or damage that may occur to the host / hostess and their party guests. I agree to indemnify and hold harmless MOFP for any loss or damage that may arise out of the premise in this contract.

Signature: _____ Date: _____

Optional: MOFP is a non-profit organization that raises 46% of the budget from donations. I would like to change my \$65 deposit fee into a donation for a tax donation receipt.

Signature: _____ Date: _____

For office use only.

Fee received: \$	Staff Name:
Membership paid <input type="checkbox"/>	Party Facilitator:
Deposit received <input type="checkbox"/>	Facilitator Hours:
Deposit returned <input type="checkbox"/>	
Signature:	

TERMS AND CONDITIONS

Fees:

- Please see previous page for breakdown.

General:

- Membership is not required to book a birthday party at MOFP.
- Cancellations one week prior to the party will receive a full refund of the booking fee. Less than one-week cancellation notice is non-refundable.
- Booking time includes set up, party and clean up time.
- Host/hostess agrees to arrive and depart within the 3-hour booking time or 4-hour booking time whichever applies or additional time will be charged.
- Please phone (604) 263-1405 or email ed@mofp.org to request availability for booking.
- Required paperwork and fees to secure a booking:
 1. Signed birthday party form (page one only)
 2. Deposit fee (\$65)
 3. Booking fee (please see previous page)
- The maximum number of people in the room is 70 including the Facilitator.
- No outside shoes permitted in the drop-in room.
- Children must always be supervised.
- MOFP is a non-smoking, peanut free, and scent free facility.
- Notify MOFP in advance if you would like folding tables or chairs added to the drop-in room.
- Please eat at the tables ONLY.

Cleaning:

- A cleaning check list will be provided to the host/hostess.
- Host/hostess is responsible for all clean up and to leave the room in original order.
- Please bring necessary items to take any remaining food home with you. No leftovers are to be left on site. Ziplock bags and/or containers are useful to bring to transport leftovers.

MOFP will provide:

- Plates, cups, bowls, utensils, serving utensils, kettle, coffee maker, cleaning supplies and garbage bags (as is on site).
- Playdough and playdough toys upon request in advance of the party.
- Photo booth back drop (black curtain) upon request in advance of the party.
- Facilitator on site to open and close the drop in and answer any questions throughout the party.

MOFP shall not be responsible for any injury, loss or damage that may occur to the host/hostess and their party guests. The host/hostess agrees to indemnify and hold harmless MOFP for any loss or damage that may arise out of the premise in this contract. Please treat MOFP with care and respect. You are responsible for your guests and any damages that may occur during your event.

Frequently Asked Questions

Can I use the dishwasher and coffee maker?

Yes. At MOFP we have a dishwasher (takes 90 seconds), kettle, coffee maker, and microwave that you can use. Please bring your own tea, coffee and milk. MOFP has sugar for you to use.

Can I bring or use disposable utensils and dishes?

Yes but MOFP prefers if you use our reusable dishes and utensils we have on site. We understand if you want to use theme dishes.

Can I bring my own food, drinks and cake?

Yes, MOFP will not be providing food, drinks or cake.

Can I bring outside entertainment?

Yes, outside entertainers are welcomed. As a courtesy, please let the Facilitator know if you are planning to bring in an outside entertainer.

Can I put up decorations?

Yes as long as it is not taped or attached to the walls. Some people use balloons on weights.

What methods of payment do you accept?

MOFP accepts cheques or cash.

Is smoking allowed in or around the building?

MOFP is a smoke free building and grounds.

Is MOFP wheelchair/stroller accessible?

Yes. Strollers must be parked outside the main entrance and are to be parked at the owner's risk.

Can alcohol be served?

No, MOFP does not have a liquor license so alcohol is not permitted.

Is there parking?

Yes, there are parking spaces labeled "Family" in the parkade for party guests to use.

What if I have other questions?

Please feel free to ask in advance of booking your party or during the party, the Facilitator will be on site to answer any of your questions.