



<b>MULTIPURPOSE ROOM - USE OF SPACE AT MARPOLE OAKRIDGE FAMILY PLACE (MOFP)</b>		
<b>CONTACT INFORMATION</b>		
<b>First and Last Name:</b>		<b>Telephone:</b>
<b>Address:</b>		
<b>Email:</b>		
<b>MULTIPURPOSE ROOM - USE OF SPACE DETAILS</b>		
<b>Date:</b>	<b>Time :</b>	
<input type="checkbox"/> <b>Deposit:</b> \$100 refundable deposit	<b>Monday to Friday</b>	<b>Saturday &amp; Sunday</b>
<input type="checkbox"/> Multi-Purpose Room \$150 for 3 hours (Max: 30 ppl)	<input type="checkbox"/> 8:00AM – 11:00AM	<input type="checkbox"/> 8:00AM –11:00AM <input type="checkbox"/> 12:00PM – 3:00PM <input type="checkbox"/> 4:00PM – 7:00PM
	<input type="checkbox"/> 12:00PM – 3:00PM	
	<input type="checkbox"/> 4:00PM – 7:00PM	
	<input type="checkbox"/> Additional Time _____ hrs (\$50/hour)	
<b>Purpose:</b> <input type="checkbox"/> Meeting <input type="checkbox"/> Workshop <input type="checkbox"/> Other Events		
<b>WAIVER</b>		
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. Room and contents must be left in original condition and clean and FOB must be returned or the \$100 deposit will be waived.		
Signature: _____		Date: _____
<input type="checkbox"/> Optional: MOFP is a non-profit organization that raises 46% of the budget from donations. I would like to change my \$100 deposit fee into a donation for a tax donation receipt.		
Signature: _____		Date: _____
<input type="checkbox"/> Optional: Yes I give MOFP permission to take photos of my event (no guests in the photos) for their promotional material.		
<b>FOR OFFICE USE ONLY</b>		
Fee received: \$ _____	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Staff Name: _____
Deposit received: \$ _____	<input type="checkbox"/> Cheque	Staff Signature: _____
Deposit returned: \$ _____	<input type="checkbox"/> Cheque	
<small>Deposit cheque will be ready for pick up three days after event unless notified to shred it</small>		
Host's Signature: _____		

## TERMS AND CONDITIONS

### **Fees:**

- Please see previous page for breakdown.

### **General:**

- Membership is not required to book a space at MOFP.
- Cancellations one week prior to the booking will receive a full refund of the booking fee. Less than one-week cancellation notice is non-refundable.
- Please note that booking time includes set up, party and clean up time.
- Host/hostess agrees to arrive and depart within the 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 Use of Space form (please return page 1 only)
  2. Deposit fee (\$100)
  3. Booking fee (please see previous page)
- Children must always be supervised.
- MOFP is a non-smoking, peanut free, and scent free facility.
- Please eat at the tables ONLY.
- There is no recycling on site. If you are planning to recycle, please bring all recyclables home.

### **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:**

- Extra folding tables and chairs upon request in advance of the booking.
- Photo booth back drop (black curtain) upon request in advance of the booking.
- Please see Frequently Asked Questions for a complete list.

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

### **What is included in the Multi-Purpose Room?**

There are 10 foldout tables, 45 chairs, sink, projector, screen and speaker.

### **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. 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. They can be attached to the photo booth backdrop with clips. Some people use balloons on weights.

### **What methods of payment do you accept?**

MOFP accepts cheque 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 underground parking for guests to use.

### **What if I have other questions?**

Please feel free to ask in advance of booking or during the event, once the booking is confirmed, the staff's phone number will be given to answer any of your questions on site.