



Happy children, strong families, connected community since 1978

Meeting Room - USE OF SPACE AT MARPOLE OAKRIDGE FAMILY PLACE (MOFP)		
CONTACT INFORMATION		
First and Last Name:	Telephone:	
Address:		
Email:		
Meeting Room - USE OF SPACE DETAILS		
Date:		
<input type="checkbox"/> Deposit: \$100 refundable deposit	Monday to Friday	Saturday & Sunday
<input type="checkbox"/> Meeting Room - monthly booking * monthly fee depends on frequency of use	<input type="checkbox"/> 4:00PM – 9:00PM	<input type="checkbox"/> 9:00AM – 9:00PM
Purpose: <input type="checkbox"/> Meeting <input type="checkbox"/> Other:		
WAIVER		
<p>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.</p>		
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.		
FOR OFFICE USE ONLY		
Deposit received: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque Fee received: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> EFT Deposit returned: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Staff Name: Staff Signature:	
Host's Signature:		

TERMS AND CONDITIONS

Fees:

- Please phone (604) 263-1405 or email final@mofp.org to request availability for booking.
 - **Required paperwork and fees to secure a booking:**
 - **Signed Use of Space form (please return page 1 only)**
 - **Deposit fee (\$100)**
 - **Booking fee**
 - Cash and cheque are accepted for Deposits. Deposits can be delivered to MOFP in-person or mailed to 8188 Lord Street, Vancouver, BC, V6P 0G8.
 - Please make a cheque payable to Marpole Oakridge Family Place.
 - The deposit cheque will be shredded once inspection is complete (3 business days after the party) unless notified for pick-up.
 - Cash deposit pick up will be arranged via email once inspection is complete (3 business days).
 - Cash, cheque, and electronic fund transfer (EFT) are accepted for party fee.
 - EFT payable to info@mofp.org – please include the following information in the messages: *“Meeting Room Use of Space: your name, your booking dates and time”*
- *Do not send an EFT until booking time and date is confirmed.

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, use of space, clean up, and vacating the room.**
- Host/hostess agrees to arrive and depart within the booking time-
- Additional time will be charged for anytime past the booking time OR if further cleaning is required by staff to bring the room to original condition. Marpole Oakridge Family Place staff has the right to withhold your deposit for overtime.
- **Children must always be supervised. The host holds responsibility for their guests to abide to the Terms and Conditions.**
- MOFP is a non-smoking, peanut free, and scent free facility.
- Food is not permitted in the meeting room
- There is no recycling on site. If you are planning to recycle, please bring all recyclables home.

Cleaning:

- The host/hostess is responsible for all clean up and to leave the room in original order.
- **Cleaning must be completed by the end of the booking time. Please allocate time to transfer your materials to your car before the end of your booking time.**

MOFP will provide:

- Folding tables and chairs are available upon request.

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.



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FREQUENTLY ASKED QUESTIONS

What is included in the Meeting Room?

There are 4 comfortable chairs, 2 side tables, a bookshelf, and a footrest.

What methods of payment do you accept?

MOFP accepts cheque or cash for deposit; along with cheque, cash, or electronic fund transfer for the fee.

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.

Is there parking?

Yes, there are parking spaces labeled "Family" in the underground parking 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, once the booking is confirmed, the staff's phone number will be given to answer any of your questions on site.