



MULTIPURPOSE ROOM - USE OF SPACE AT MARPOLE OAKRIDGE FAMILY PLACE (MOFP)		
CONTACT INFORMATION		
First and Last Name:	Telephone:	
Address:		
Email:		
MULTIPURPOSE ROOM - USE OF SPACE DETAILS		
Date:		
<input type="checkbox"/> Deposit: \$100 refundable deposit	Monday to Friday	Saturday & Sunday
<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"/> 4:00PM – 7:00PM
	<input type="checkbox"/> Additional Time _____ hrs (\$50/hour)	
Purpose: <input type="checkbox"/> Meeting <input type="checkbox"/> Workshop <input type="checkbox"/> Other Events		
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. 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.		
FOR OFFICE USE ONLY		
Deposit received: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque	Staff Name: _____ Staff Signature: _____	
Fee received: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque <input type="checkbox"/> EFT		
Deposit returned: \$ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque		
END OF BOOKING		
Host's Signature: _____		Time: _____

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.
 - **Deposits made through e-transfer are non-refundable.**
 - 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: *“Multipurpose Room Use of Space: your name, include your booking date and time”*
- *Do not send an EFT until booking time and date is confirmed.

General:

- 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 4-hour 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.
- MOFP has expensive furniture and equipment. For safety and sanitary reasons food is not permitted in these areas. **Food and drinks are to be contained to the designated eating area. Folding tables and chairs are available for a designated eating area.**
- 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.**
- **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.**
- 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:

- 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.

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 us know if you are planning to bring in an outside entertainer.

Can I put up decorations?

You may decorate the photobooth backdrop with your own backdrop, balloons, and decorations. Balloons on weights are a great way to decorate your party. We do not have any free wall space for decorations. Pinatas are not permitted on site, you may bring goodie bags as an alternative option.

What methods of payment do you accept?

We accept deposit and party fee separately. MOFP accepts cheque or cash for deposit; along with cheque, cash, or electronic fund transfer for party 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.

Can alcohol be served?

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

Is there free parking?

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

How do I enter the building?

There are two access points to MOFP: the ground floor entrance, and the parking lot elevator entrance. The building is locked outside of program hours. Please ring the buzzer for "FAMILY PLACE" located beside the ground level entrance glass door or the buzzer in the parking lot next to the beige glass door. Your birthday party facilitator will buzz you and your guests in.

What if I have other questions?

Please feel free to ask in advance of booking your party or during the party. The birthday party facilitator will be on site to assist with any questions