

STAVELY GOLDEN AGE CENTRE
TERMS AND CONDITIONS AGREED TO BY:

MEMBER _____ DATED _____

Signature

PHONE NUMBER _____ ALTERNATE _____

DATES REQUIRED _____

FUNCTION TIME _____

SET-UP TIME _____

REPRESENTATIVE BOARD MEMBER

Signature

Dated

CHEQUES/CASH RECEIVED _____

_____ DAMAGE DEPOSIT

SPECIAL CONDITIONS

I, _____, MEMBER OF THE STAVELY
GOLDEN AGE CENTRE, AGREE THAT, AT THIS TIME, ALL FURNITURE AND EFFECTS ARE IN
GOOD CONDITION AND THAT I TAKE RESPONSIBILITY FOR ANY EXCESS DAMAGE THAT MAY
TAKE PLACE DURING THE EVENT, SO BOOKED.

ALSO, IT MUST BE NOTED THAT THE STAVELY GOLDEN AGE CENTRE DOES NOT TAKE
RESPONSIBILITY FOR ANY PERSONAL INJURY OR RESULTANT LIABILITY EXPERIENCED BY
USERS OF THIS FACILITY. USE AT YOUR OWN RISK.

SIGNED _____

MEMBER _____

DATE _____

STAVELY GOLDEN AGE CENTER USER AGREEMENT

SEPTEMBER 2023

1. Private functions:
 - A. \$ 175.00 use of the hall. Coffee is free, pop is avail from the vending machine. Bottled water is available for \$1.00.
 - B. The Barbeque is avail through special arrangement and for additional \$25.00 - \$50.00 if cleaning of barbeque is required.
 - C. \$170.00 Damage and Cleaning Deposit to be paid at time of reservation. Cancellation of said event requires one week notice. Less than one week, \$50.00 will be held back.
2. These two cheques should be submitted at least 5 business days or more prior to the event date. At this time, the member/s will be familiarized with the premises – where cleaning supplies, vacuum, dishes, dish washer, and extra tables and chairs are kept. They will receive a key one day prior to the event date and be shown how to lock and unlock the front door.
3. Member groups shall be held responsible for all losses and/or damage to the premises. Losses in excess of the Damage Deposit will be billed to the members booking the space.
4. Liquor license is the responsibility of the member/s using the facility.
5. No smoking is allowed in the building.
6. The facility MUST be left clean and tidy, including all floors, decorations removed, chairs and tables placed back in their original places and garbage removed.
7. The lights and fans must be turned off, windows and doors locked.
8. All groups must vacate the premises by 1:00 am.
9. If the member/s uses a catering company it is the member/s responsibility to see that:
 - A. The dishes are washed and put away properly
 - B. The kitchen floor is cleaned
 - C. Dish clothes and towels hung to dry
10. Children attending functions will be under the control of a responsible adult at all times. Any damage or abuse caused by guest of the member/s, including children, will be the responsibility of the member/s. The member/s is also under obligation to ensure that all persons attending the Centre during the event are in fact invited guests, as the member/s will be responsible for any damage caused during usage of the facility
11. The member/s booking the event and one Board Member will inspect the facility after the usage and if all conditions have been met, the damage deposit will be refunded two days after the event.