



SCHEDULE "A"
SOCIÉTÉ PLACE MAILLARDVILLE SOCIETY

DEPOSIT A security/damage deposit is due upon booking and is in addition to your rental payment. The security/damage deposit will be mailed to you within two (2) weeks following your function and is subject to penalty charges for excessive cleaning requirements, damages, losses or overtime charges.

RENTAL FEE The rental fee is due one (1) month prior to your function.

If you should cancel the rental and the Society is unable to rebook the facility, your security/damage deposit will be forfeited. If we are able to rebook the facility, we will refund to you the security/damage deposit less an administrative charge of \$25.00.

The contact person who made the original booking must sign off all cancellations.

If booking less than one (1) month prior to function date, the total amount (security/damage deposit & rental fee) is due upon booking and must be paid by cash or credit card.

PAYMENT: Please make cheques payable to: **Soci t  Place Maillardville Society**. Credit Card payments (**VISA or Mastercard**) and direct debit ("**Interac**") payments are also accepted. NSF (Non Sufficient Funds) Cheques will be subject to a \$5.00 Administration charge, in addition to Bank S/C's incurred.

LIQUOR If serving liquor, you are required to obtain a **liquor permit** from L.C.B. Liquor sales must cease one (1) hour prior to end of function. Bar must be supervised at all times by a responsible adult. Cash Bar attendants must possess the "Serving It Right" certificate.

SET-UP/CLEAN-UP Set up time is included in the rental. It is your responsibility to set-up for your function. Following function, it is your responsibility to clean kitchen and clear off tables, etc. Tables and chairs can be left out for our janitor to clean and put away. Clean up must begin one (1) hour prior to end of rental. What you bring in, please take away (garbage bins are located at the east end of the parking lot). **Activities must cease by 1:00 a.m. Clean up must be completed and the building vacated by 2:00 a.m.**

FOOD Food must not be prepared in our holding kitchens. Should you wish to do so, you must obtain a "PERMIT TO CATER" from the S.F.H.A. Public Health Inspector at (604) 949-7700.

CONFETTI Please do not throw confetti, rice, glitter, or anything of this nature on the premises or grounds.

ENTERTAINMENT Must cease one (1) hour prior to end of function and the building must be vacated at designated time, according to your contract.

DUE TO THE FACT THAT PLACE MAILLARDVILLE IS LOCATED IN A RESIDENTIAL AREA, WE REQUEST THAT YOU PLEASE REFRAIN FROM MAKING EXCESSIVE NOISE OUTSIDE OF BUILDING DURING AND AFTER FUNCTION.

Thank you - Staff