

## Party room rental agreement for members of Muriel Collins Housing Co-operative

I, \_\_\_\_\_, have read and agree to follow the Party Room Policy's rules and regulations. I understand that failure to meet any of the requirements and/or not adhering to the rules may forfeit my deposit of \$50.00 and that future use of the party room may be suspended indefinitely.

Member/renter name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of outside group/organization or company (if applicable):  
\_\_\_\_\_

Date of the event: \_\_\_\_\_

Time: From: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Emergency contact: \_\_\_\_\_

Phone and/or email: \_\_\_\_\_

Alcohol beverages served at the event? Yes \_\_\_ No \_\_\_

# of tables and/or chairs needed for the event:

\_\_\_\_\_ tables

\_\_\_\_\_ chairs

Please Note: The party room is not booked on the following holidays:  
Easter, Thanksgiving, Christmas, and New Year's Day.

- Anyone wishing to borrow tables and chairs from the party room for private
- Unit parties, must arrange and have prior approval from the office
- Please note that while the courtyard is available during booked events, it is not exclusive for use during the rental of the party room. It is a common space of the co-operative.