

LAKE ROOM BOOKINGS MUST BE MADE IN PERSON DURING OFFICE HOURS

Midnapore Lake Residents Association Reservation and Use of the 'Lake' Room

The 'Lake' Room has been developed for members use to hold family celebrations, gatherings as well as meetings. This space is wheelchair/mobility needs accessible and is equipped with private washrooms, a galley kitchen and a fireplace. To view the space, please contact the business office at (403)256-0550. Depending on the time of year and office activity an appointment to view may be required. Viewing and reservation arrangements can only be made during regular business hours; 9:00AM to 4:30 PM Monday to Friday, excluding holidays.

Occupancy

The maximum occupancy level is;

- banquet style seating – 60 persons
- stand up reception style events – some chairs and tables - 76 persons
- theatre style seating – 96

The occupancy level has been established by the Calgary Fire Department and may be reduced by the MLRA at their discretion.

Rental Fees

An initial deposit of 50% of the total cost is required to confirm your event date together with a \$15.00 non-refundable booking fee. This deposit will be credited toward your final invoice.

An hourly rate of \$20.00 will be charged for the day use of the room up to 6:00PM. After 6:00PM an evening rate of \$50.00/hour is applied. Any outstanding balance is due and payable seventy two (72) hours in advance of your event and can only be paid during regular business hours. All fees are subject to the applicable Goods and Services Tax (GST). A refundable damage deposit of \$100.00 is required seventy two (72) hours in advance of your event. This deposit is to be issued by cheque in favour of the Midnapore Lake Residents Association and dated for the same day as your event. This cheque will be returned the next business day following your event subject to satisfactory examination of the room by staff.

Cancellation

Any notice of cancellation must be received in writing at least fourteen (14) days in advance of the event date in order to receive a full refund of the deposit. If a notice of cancellation is not received within fourteen (14) days of the scheduled event the deposit will be forfeited.

Room Amenities

For your convenience the room is equipped with private washrooms, a serving kitchen, natural gas fireplace and a wheelchair lift. The kitchen area is designed to hold and serve food only. Certain items in the kitchen are provided for your use at no extra cost; refrigerator, microwave oven, 50 cup coffee maker, electric kettle, dishwasher, small linens, cups and small serving plates.

You are responsible to supply your own consumable items such as condiments, coffee, creamer, sugar, paper products etc. The MLRA does store some product in the kitchen which is not intended for your use or consumption.

The natural gas fireplace may be turned on if you wish. The control is located on the right hand side of the fireplace out of children's reach. Instruction for use will be provided.

If you are aware that one of your guests may require the use of the wheelchair lift, this need should be identified during the booking process or at the very latest 72 hours in advance of the event. If you anticipate any other special needs such as deliveries or power cords, please identify these needs at the time of booking or well in advance of the event date.

Set Up and Clean Up

You are responsible to set up and remove (after the event) any tables or chairs you might require. Upon arrival, a key to the table storage room will be issued to you for this purpose. This key will also grant access to the janitor room, should access be necessary. Any and all

(kitchen, food) garbage is to be bagged and ready for removal by staff after your event. Extra garbage bags are stored in the bottom of receptacles as well as beneath the sink. Staff will clean washrooms, vacuum the carpet and mop floor surfaces. When booking the room, please remember to include your set up and clean up time.

Rental Policies

For the purpose of this document, the following terms will be used;

MLRA – Midnapore Lake Residents Association

Event – a gathering for the purpose of celebration, meeting, instruction

Booking – a reservation or reserving space

Member – a registered member of the MLRA in good standing

Organizer – the member responsible for the booking and who is actively overseeing the event

1.0 Reservations/Bookings

- 1.1 Only a bona fide member of the MLRA may book the 'Lake' Room. Members are not permitted to book the space for non-residents regardless if they are family members or friends.
- 1.2 Rental rates are subject to change without notice and any changes will become applicable to any new bookings after the date of change.
- 1.3 Rentals are granted on a first come first serve basis and the MLRA reserves the right to block off times when the function room will not be available for reservations. (I.e. Board Meeting evenings, annual meeting)
- 1.4 A member may book the 'Lake' room up to twelve (12) months in advance of their planned event date.
- 1.5 Block bookings are not permitted unless they are approved by the MLRA Board of Directors.
- 1.6 The space may not be used by a member planning to charge attendees a fee for admission or a service provided whether this occurs in advance, during or after the event.
- 1.7 The minimum usage is 2 hours.
- 1.8 Bookings will not be taken within 2 hours of one another.
- 1.9 All events, except those organized directly by the MLRA will end by **10:00PM** and the building will be vacated by the organizer and his/her guests.
- 1.10 The organizer will provide the MLRA with a final head count together with a list of guest names and additional sponsoring member names (if required) at least 72 hours in advance of the event date. It is the organizers responsibility to ensure that the proper member to guest ratio is observed. If the organizer's guest list exceeds his/her sponsorship limit, it is his/her responsibility to seek additional member(s) as needed to co-sponsor the event. Co-sponsors must be in attendance for the duration of the event.
- 1.12 Midnapore Lake Residents Association reserves the right to refuse rental.
- 1.13 Midnapore Lake Management has the right to cancel an event if the facility is being used for any purpose other than what was agreed to, or if the organizer has misrepresented themselves in any way.
- 1.14 MLRA staff has the right to ask the organizer to remove a guest if his/her behavior is not deemed appropriate.
- 1.15 Public spaces in the Lake house are all under video surveillance.

Use and Care

2.0 Set-up and Clean-up

- 2.1 The organizer is responsible for the set-up and clean-up of the room. Upon entry the organizer will be issued a key that provides access to the table/chair storage room and janitor room. If the organizer loses the key, he/she will be charged with the cost to re-key the building which may exceed the damage deposit being held.
- 2.2 Set-up and clean-up must be done within the rental time. At the end of every event tables and chairs must be put away, all garbage must be picked up and put in bags in the designated area and all decorations (if any) must be removed.
- 2.3 The MLRA does not provide; disposable cups, plates or tableware, condiments, coffee, tea or tablecloths.
- 2.4 Any leftover food is to be removed from the facility and not left with staff.
- 2.5 All personal belongings and equipment must be removed from the building at the end of the rental time. The MLRA is not responsible for lost or misplaced items.
- 2.6 Any kitchen equipment used is to be left in 'as found' condition. The coffee urn and basket is to be rinsed out and cleaned after use. If the microwave oven is used, food is to be covered. Any spills are to be cleaned up immediately. If MLRA cups and small plates are used they are to be loaded into the dishwasher and at the end of the event the dishwasher is to be run. Dishwasher soap is provided for this.
- 2.7 Any spill on tables, carpeting or linoleum flooring is to be cleaned up immediately.
- 2.8 Please note that if the facility is not cleaned to a satisfactory level the organizers damage deposit will be held to cover additional cleaning costs.
- 2.9 Use of the wheelchair lift is restricted to those needing this service. It is not to be used for the transport of materials. Operating instructions will be provided if this need is identified.
- 2.10 Deliveries of items such as cake or flowers in advance of the event must be arranged with the office.
- 2.11 Special requests for additional material needs must be made in advance of the event.
- 2.12 The kitchen is a serve only kitchen. The preparation and cooking of raw foods is not permitted. No outside cooking devices such as toaster ovens, electric fry pans etc. are permitted. The exception to this is the use of a crock pot to keep food warm.

3.0 Decorations

- 3.1 Fire regulations prohibit the use of open flame candles in centre pieces. Battery candles are permitted.
- 3.2 No sparklers, fireworks or incendiary devices of any kind are permitted. The limited use of birthday candles on a birthday cake is permissible. Please be aware of its serving location to the smoke detector.
- 3.3 The use of tacks, nails or adhesive tape is not permitted. The throwing, or use in any way, of paper confetti, metallic confetti, glitter, flower petals, birdseed or rice is not permitted. All decorations must be removed at the end of the event. The use of 'Blu-Tack' or 'Elmer's Adhesive Putty' is permitted to attach light decorations to the walls or ceiling.
- 3.4 Any damage caused by decorations beyond normal wear and tear will be charged to the organizer and cause the damage deposit to be withheld.

4.0 Responsibilities

- 4.1 No non-member guests will be admitted into the Park prior to the arrival on site of the organizer. No guest, whether member or non-member will be granted access to the Lake Room without the organizer being present.
- 4.1 In accordance with fire regulations, event attendance shall not exceed licensed maximum capacities.
- 4.4 The provision or consumption of alcohol is strictly prohibited.

- 4.5 Smoking is not permitted.
- 4.6 The organizer booking the facility MUST be in attendance during the entire function through to the final walk through. The organizer cannot book the Lake Room on another individuals behalf.
- 4.7 The organizer and all guests must fully vacate the function room at the end of their booked time.
- 4.8 All noise levels must be in compliance with City of Calgary By-laws
- 4.9 The costs of any 911 emergency services responding to genuine or false alarms associated with the event will be charged to the organizer.
- 4.10 The organizer agrees to use the facilities in a lawful and careful manner. The organizer further agrees to leave the facilities in the same condition as at the pre-event walk through.
- 4.11 The organizer is responsible for the conduct of their guests. The organizer is also responsible for the costs of any missing MLRA property, or damages caused by guests, as assessed by the MLRA that is not considered 'normal wear and tear'.
- 4.12 Non-compliance with Midnapore Lake Rules and Regulations will result in immediate cancellation of the event and the expulsion of all members and guests from the park.
- 4.13 Any extraordinary charges incurred by the association as a result of the event will be charged back to the organizer.

While every effort is undertaken to provide a safe environment, all activities are assumed at the risk of the organizer and his/her guests.

I have read, understand and accept the above terms of use and policies.

_____, _____
Name (please print) Address

Signature

Date
