

Oak Park Moms and Tots Facility Rental

Name of Organization _____

Name of Applicant _____

Name of Function _____

Type of Event _____

Number of Guests _____

Address & Postal Code _____

Contact Phone Numbers _____

Email Address _____

Room Requested _____

Date (s) Requested _____

Time Requested- From _____ AM/PM To _____ AM/PM
(Please include the full time you will need for set up and tidy up for your event)

Room Rental is for \$17 an hour for each room. Total Cost _____

Do you intend to have alcohol? -Yes No *If yes, please speak to staff member for requirements

What requirements do you have for the room? (chairs etc) _____

Signature _____ Date _____

All persons booking a room MUST either provide proof of liability insurance with Oak Park Moms and Tots named on the certificate or if you don't have insurance you may apply to use our insurance provider.

Connie Benson cbenson@halpenny.com Halpenny Insurance Brokers Ltd.
1550 Laperriere Avenue Suite 100, Ottawa Ontario K1Z 7T2
Ph (613) 722-7626 (800) 635-3508 Fax (613) 722-5382

Rental cheques are made payable to Oak Park Moms and Tots one week in advance of the booking. Cheques can be put in an envelope & addressed and then put through the mailslot at the centre.

Office Use

- | | |
|---|---|
| <input type="checkbox"/> Insurance certificate received | <input type="checkbox"/> Cheque for rent received |
| <input type="checkbox"/> Receipt given | <input type="checkbox"/> Key given & Facility Guideline |

Room Rental Guidelines & Conditions

For the enjoyment and safety of all participants please read the following guidelines for use of the facility.

Before the Program, please make arrangements with Michelle Knoll at least one week in advance for instructions to open and close the building 905-257-6029

When you arrive for your program:

- Facility setup is to be done by rental group as per the needs of their program. Please make sure that all toys and equipment are age appropriate and that any Oak Park Moms and Tots supplies are placed out of reach if not appropriate for the program/group.
- Decorations may only be placed on walls using sticky tack. Decorations already on walls may only be moved/covered with permission of Oak Park Moms and Tots.
- Check the floor for any things on the carpet that could be choking hazards (paper clips, staples) and check to ensure nothing can be pulled down from counters or tables ie. cords.
- Check that the back door is pulled shut and place a gate across the door. Ensure the gate near the front door is shut.

During the program:

- If any Oak Park toys or equipment break or appear to be unsafe then please put them on the counter with a note. (ie knobs on puzzles may work themselves off)
- Ensure proper supervision of all activities and that all participants are conducting themselves in an orderly manner. The room is not large enough to allow for running or gross motor play and climbing on toys is not permitted
- We only permit peanut free food in our facility.
- Please only allow hot beverages that have secure lids in the program and keep them up out of the reach of children at all times.

After the program

- Any equipment and toys brought to facility must be removed/stored appropriately after rental is completed.
- All requirements for clean up are the responsibility of the renter. All floors, tables and chairs must be cleaned and left in original condition. Sweep and vacuum floors if needed. (equipment is located in back closet)
- Please empty all garbage cans and place the bags in dumpster in the back of the building. (to your right out the back door.) Cardboard must be flattened and put in the cardboard dumpster. (There is a \$50 fee for each box not flattened)
- Please replace any furniture or equipment to its original position.

CONDITIONS:

1. The persons or organizations named in this agreement will be responsible for payment for any damage to property or equipment incurred during the occupancy of room and adjacent premises.
2. The persons or organization named in this agreement will assume full responsibility for proper supervision of any activities they conduct on the Centre premises and will also assume responsibility for any and all claims arising from their improper supervision.
3. All persons attending the function must conduct themselves in an orderly manner and must comply with all municipal, provincial or federal legislation applicable to the premises.
4. Your payment less \$20.00 administration fee will be refunded for cancellations.
5. Oak Park Moms and Tots reserves the right to cancel room rental for failure to comply with the above conditions. Cancellations may also occur due to maintenance problems or mechanical failures.

I/We have read and understand the room rental guideline & Conditions. Signatures indicate acceptance of the above conditions by both parties.

Signature – Applicant

I/We have the authority to execute this agreement.

Signature – OPMT

Date

Date