

BOWER-KIN PLACE

85 Boyce Street

Bookings Line: (403) 340-3070

Email: bookings@bowercommunity.ca

Website: www.bowercommunity.ca

As part of your rental agreement, you are required to **leave the building in the same condition** in which it was found. Should you fail to do so, you will be charged accordingly.

Rules & Regulations

1. Do not drive any vehicles on the grass surrounding the Hall.
2. Do not drag tables or chairs across the floor. Use the carts to move tables and chairs.
3. Decorations are not to be attached to any light fixtures or ceiling. Please only use painter's tape on surfaces. **4.** Only use the step ladder to put up and take down decorations.
5. Do not stand on chairs or tables, as they will break. (Renter will be responsible to replace any tables or chairs that are broken)
6. Absolutely **NO CONFETTI** is to be used inside or outside premises. The Security Deposit will automatically be forfeited.
7. Doors on the North side of the building are to remain closed during events, so as not to disturb area residents. (Noise By-Law in effect for 11pm)
8. A copy of a Liquor Permit is required for all liquor on premises.

Required Clean-up Checklist

Clean-up Must be done **BEFORE** you leave the building.

Remove all decorations, including tape and tacks.

Disinfect all tables and chairs. **Put all tables/chairs away** on their carts in the Table/Chair room (Please follow picture on the door)

Disinfect all kitchen counters, appliances used (inside & out: microwave, oven, refrigerator)

All bathrooms are to be left clean and tidy.

Sweep and mop all floors.

Remove all belongings before you leave.

Remove all garbage. Dumpster is in the parking lot (**Lock Code:** re-scramble when locking)

LOCK ALL DOORS (Allan key is located at the top left corner of the front door facing North)

Please initial each item and sign the form indicating its completion. **Return the key and this form** to the mailbox of the Bookings Coordinator. Security Deposit will be returned after inspection of Hall and form.

The BPCA (Bower Place Community Association) will only supply: Disinfectant spray, disposable dish cloths, dish soap, toilet paper, paper towels, hand soap (bathrooms), and liners for garbage cans. **There are NO dishes, utensils on premises.**