

MEETING ROOM RESERVATIONS

FACILITY TO BE USED:

3 Tabor Drive (Mapleview) Kitchen/Lounge/Dining Room
5 Tabor Drive (Evergreen) Kitchen/Lounge/Dining Room
7 Tabor Drive (Long Term Care) Private Dining Room

PERSON TAKING RESPONSIBILITY for ensuring these regulations will be followed during the rental.

NAME: _____ SIGNATURE: _____

By signing this form, I agree to the terms outlined on the back of this form.

ADDRESS: _____

POSTAL CODE: _____ PHONE NUMBER: _____

Date of Rental: _____ Time: _____

Keys picked up on _____ Key # _____

Mapleview Kitchen/Lounge	\$50.00*	<input type="checkbox"/> cheque	<input type="checkbox"/> cash	refundable deposit: \$30.00	<input type="checkbox"/> cheque	<input type="checkbox"/> cash
Evergreen Kitchen/Lounge	\$50.00*	<input type="checkbox"/> cheque	<input type="checkbox"/> cash	refundable deposit: \$30.00	<input type="checkbox"/> cheque	<input type="checkbox"/> cash
Private Dining Room	\$25.00*	<input type="checkbox"/> cheque	<input type="checkbox"/> cash	refundable deposit: \$30.00	<input type="checkbox"/> cheque	<input type="checkbox"/> cash
Non-Affiliates	\$100.00*	<input type="checkbox"/> cheque	<input type="checkbox"/> cash	refundable deposit: \$30.00	<input type="checkbox"/> cheque	<input type="checkbox"/> cash

****Please note that rental fees are non-refundable, thus, they will not be returned in the event of cancellation.***

OFFICE USE:

Keys Returned: Rooms Checked by Housekeeping Refund sent/given

MEETING ROOM RENTALS FOR TABOR MANOR

Making Reservations

All reservations are to be made through the Tabor Manor Administration Office.

For current cost please refer to the Tabor Manor Price Guide. The fee must be paid at the time of making the reservation with cash or 2 cheques (one for the rental fee and one for the refundable deposit). The refundable portion of the fee will be shredded/returned to the user if the facility is cleaned up properly after use. *Rental Fees will not be returned in the event of cancellation.*

Keys can be picked up the *day of* the rental either at the Administration Office during office hours or at the first floor Nurses' Station after hours. Keys must be returned promptly when the event ends. After office hours, keys may be dropped into the Administration Office mail slot.

Room Use Regulations

1. This rental agreement gives permission to use the room specified on the reverse of this form and public washrooms only. Other rooms are out of bounds unless prior arrangement has been made.
2. Use of the sound system is for Tabor Manor functions only.
3. Due to fire safety regulations, **NO CANDLES** may be used, nor is smoking allowed in the building. There is a smoking area on the east side of the driveway by the fence.
An extra \$500.00 charge will apply to this rental agreement if the fire department is called due to smoke detectors being activated resulting from disregard of this regulation.
4. Children under 14 years of age must be supervised at all times.
No running is allowed in the hallways and elevators must not be used for play.
5. All rooms must be left the way they were found in order for the deposit to be refunded (ie. clean, tidy, chairs and tables put away, no items or garbage left behind, etc.).
6. The person whose name the rental is booked under is required to be present at the function.
7. All vehicles are to park in the **DESIGNATED VISITOR PARKING SPOTS ONLY** or in the church parking lot.

For Mapleview & Evergreen Kitchen/Lounge

8. Clean up includes:
 - Prompt washing and returning tea towels and dish cloths (or bring your own instead).
 - No leftover food may remain in the fridges.
 - If ovens/microwave were used they must be cleaned.
 - Kitchen floors must be swept and wet mopped.
 - Tables and chairs must be stacked at the sides of the room and the lounge floor vacuumed.
 - Dishes must be washed and put away in proper places; counters and sinks must be clean. Clean out the dishwasher filter.
 - **ALL GARBAGE MUST BE BAGGED AND REMOVED INTO THE PROPER CONTAINERS IN THE GARBAGE ROOM.**
9. For easier access to the elevator when bringing supplies for an event, please use the west entrance for Mapleview (3 Tabor), and the east entrance/moving room for Evergreen (5 Tabor).
10. Small signs may be posted near the apartment entrance on the day of the event to give directions for entry to guests. **SECURED DOORS MUST NEVER BE PROPPED OPEN.** Please use the intercom system in the Lounge for Mapleview and Evergreen.

For Long Term Care Private Dining Room

11. For resident safety reasons, if you are hosting an event with food, please ensure all food service is done inside the Private Dining Room and ensure anyone who is not part of your group does not enter the room and take food. Food may not be served or be left sitting out in the Café area or the Great Room.