



EPICENTRE BOOKING REQUEST

Contact Information

Name: _____

Phone: _____ Email: _____

Booking Fee \$10 for Family Pass Holders or \$25 for Non Family Pass Holders for 4 hours total.
FAMILY PASS HOLDER: **YES** **NO** (please circle)

Event or Activity Information

What kind of activity/event (Birthday Party, Workshop, etc): _____

Date you are requesting: _____

Time Start: _____ Finish: _____ (4 hour charge applied automatically)

The Epicentre can be rented for 4 hours at a time maximum per family, per day. We consider that a half-day rental. The cost is \$10 for members and \$25 for non-members regardless of whether you use the Centre for 2 hours or 4 hours.

Sunday mornings the Epicentre is cleaned. Sunday rentals begin at 1:00 pm. There are no exceptions.

Conditions - The Epicentre, its grounds including the playground areas, front and back yards, are a smoke and alcohol-free space. The use of alcohol, cigarettes, vapes, or cannabis is forbidden.

We are a small organization and in order to continue to offer up a safe, clean and cost-effective space we ask that all who book the Epicentre agree to the following guidelines. Once your event is finished we ask

1. You wash and put away all dishes and toys used.
2. Wipe down all used and main surfaces with the provided cleaner.
3. Sweep and vacuum floors. Please leave the space in better shape than you found it in. We have gone to a lot of trouble to declutter and prepare the space for after school programs.
4. Pack out what you pack in. That means not only garbage, recyclables AND Organic waste but any food, decorations etc. that you bring for your event. Under no circumstance are they to be left behind.
6. Make sure the toilet is flushed and that all taps and lights are turned off.
7. Put away all outdoor toys used and make sure the shed door is closed properly.
8. Fill out the Sign In Sheet (provided on the bulletin board) for all that attended. This is important for Health and Safety protocols.
9. Remember to lock the door and return our key to the lockbox. ☺

I understand and agree to the terms and conditions set out in this form.

Signature: _____

Note: This is not a booking. We will contact you to confirm your request and make payment arrangements.

Interest has increased in renting the space; therefore, you may not get the time or day you request. Please be aware that we will try our very best to accommodate your request as best we can. Programs come first, followed by member requests on a first come first serve basis. **THANK YOU.**

