

CLUBHOUSE & PAVILION BOOKING RULES

In order to use the Clubhouse/Pavilion, we have prepared a sheet outlining booking procedures, rules and uses for the Clubhouse/Pavilion.

1. Bookings for the Hall/Pavilion are the responsibility of the Social Committee. Call the hall booking convener to ascertain if the date you wish to book is available.
2. An event may be booked up to one year in advance, and when possible a minimum of 60 days' notice is required. The cash deposit to be received at least 60 days prior to the event.
3. Hall/Pavilion bookings are solely for the BWC residents for family functions or to celebrate a significant milestone – e.g. a RESIDENTS's birthday or anniversary and do NOT include milestones for residents' children or other relations.
4. Hall bookings ONLY include the use of the Hall, Kitchen, Cloakroom, and Washrooms, NOT the Pool, Exercise, Billiard, Lounge, Craft room, stage area and sound system. In the event that any of your guests are seen in these restricted areas, your deposit of \$225 will not be refunded.
5. Pavilion bookings do NOT include the use of the Hall and other inside rooms. Hall bookings do not include the use of the Pavilion.
6. A group of residents wishing to use the Hall or Pavilion for an informal gathering is exempt from the paying the deposit fee.
7. A funeral is not allowed to be held in the Hall or Pavilion. A celebration of life or memorial is allowed subject to availability.
8. Regularly scheduled weekly activities take precedence over resident hall bookings with the exception of December 24, 25, 26 or any statutory holiday.
9. There is a \$250.00 Hall deposit, \$25.00 of which is non-refundable for replacement costs for kitchen supplies and equipment. On booking, please inform the booking agent if you will require the gate key. If the Key is not returned the next day, a charge of \$10.00 will be held back from the deposit. Tablecloths are not available to borrow. In the unlikely event that the Hall is left in an unsatisfactory condition and we have to clean it, the cost will be deducted from your \$250.00 deposit. You are responsible for your guest, and any damage done by them as well. Should a resident leave the facility in an unsatisfactory condition a second time, unfortunately they will lose booking privileges.
10. Any resident booking the Hall for Christmas (December 24, 25, 26) one year may only book it the next year if the date is available.
11. When booking the Pavilion there is a \$200 deposit, \$25.00 of which is non-refundable. In the unlikely event that the Hall is left in an unsatisfactory condition and we have to clean it, the cost

will be deducted from your deposit. You are responsible for your guest, and any damage done by them as well. Should a resident leave the facility in an unsatisfactory condition a second time, unfortunately they will lose booking privileges.

12. A \$5.00 user fee for propane will be charged at the time of booking, if you are going to use the BBQ'S. Keys are available from the booking convener.
13. Please note that the use of the Hall or Pavilion is not exclusive. Other residents will be walking through and using other rooms or portions of the Hall or Pavilion. Please do not attempt to dissuade them from doing so.
14. We still must follow the rules regarding guests in the Hall. Guests are welcome, but you must be with them. We have also had problems in the past with children being unaccompanied in the washrooms. An adult must always accompany a child in the washrooms.
15. Please note that the pantry and the freezer are always locked. If you need to lock something away for your activity or function, please see the Social Committee Kitchen Convener. The fridge is unlocked.
16. When finished with the Hall or Pavilion, please leave it neat and tidy and as you found it. Sweep and mop the floor and if necessary put the decorations you took down for your event back up where they were. Wipe off the tables, empty garbage cans in the Hall or Pavilion and take the garbage down to the containers at the main office. If you are unsure of where the cleaning supplies are, please see the kitchen convener ahead of time and they will be happy to show you.
17. Residents ONLY are allowed in the Hall Storeroom.
18. Call the hall booking convener for inspection when you are ready to leave.
19. Please make sure the gate is locked, the lights are all off and the doors are locked when leaving.

We thank you in advance for your co-operation. The community and its facilities will only be as good as we make them.

Enjoy!

YOUR SOCIAL COMMITTEE

(UPDATED September 2018)

(APPROVED May 22, 2019)