

Treasure Cay Community Centre ("TCCC") Reservation Request

1) Use of the TCCC may be reserved via forms located on the Community Centre bulletin board. Any questions regarding the reservation can be addressed by Helga Sachno (cell 829-5170 or hsachno@yahoo.com) or Janet Laing (557-5865 or ding653@hotmail.com)

2) Completed and signed forms can be left with Helga or Janet

or alternatively with Desirae (at Cash's Carts, located just outside the gate if prearranged)

along with a basic usage fee of \$100. A \$50 deposit is required if food/beverages are being served. On a case-by-case basis, fees for a larger event may require a larger security deposit or rental fee. We ask that checks be made payable to the "Treasure Cay Community Centre".

3) Once the Reservation Form and all fees are received, the request will be promptly reviewed. You will be notified of approval, a key for the Community Centre can then be obtained from Helga or Janet within 3 days of the event, unless other arrangements are made.

The security deposit will be refunded after inspection of the Centre and key return, no later than 3 days after the event.

4) Chairs (other than wooden chairs) need to be put away, tables stored and all trash or garbage (including rest rooms) needs to be removed from the building. Please bring your own trash bags if serving food. All doors (including the rest rooms) must be locked, lights, fans and a/c must be turned off. Please only serve food on the tiled section of the floor (in the rear of the Centre) or outside on the terrace area.

5) Alcoholic beverages may be served with prior Board approval.

6) The user will be held financially responsible for any damage to the Centre or grounds.

I have read the above rules and agree to follow them:

Printed Name of User

Date/Time for intended use of Centre

Signature of User

Today's date

\$100 Usage fee (deposit) received \$ _____ Date _____

\$ _____ Deposit returned to _____ Date _____

Form for Use of the Treasure Cay Community Centre

To: Treasure Cay Community Centre Board (for approval)

Today's Date: _____

From: _____

Name of person or organization reserving the Centre

Address in TC _____

Phone contact _____

Date of event _____ Time of event: _____

Type of event being held _____

Food and/or drink to be served _____

If yes, specify _____

Will alcohol be served (requires Board Approval) _____

Number of people attending _____

Person responsible for Security
of Centre (Print Name) _____

Signature _____

Approved by Board (if necessary) _____

Approved by TCCC representative _____

Deposit received: ___ cash ___ check by _____ Date _____

Usage fee received ___ cash ___ check by _____ Date _____

Deposit return approved by _____ Date _____

Deposit returned to _____ Date _____

Treasure Cay Community Centre Reservation Form Enclosed

Please feel free to contact the following with any questions:

Helga Sachno cell 829-5170 or hsachno@yahoo.com (not reachable during summer months) or

Janet Laing cell 557-5865 or ding63@hotmail.com.