

Pleasant Manor

—RETIREMENT VILLAGE—
15 Elden Street, P.O. Box 500,
Virgil, Ontario L0S 1T0

MEETING ROOM AGREEMENT

- Heritage Place Meeting Room (Internal Only) Internal External
 Creekview Meeting Room
 Oakview Chapel

Rental Fee: All rooms \$100.00 per day plus \$30.00 refundable deposit required
Residents/Tenants: Creekview \$50.00 plus \$30.00 refundable deposit required
Oakview Chapel \$50.00 plus \$30.00 refundable deposit required

Current Date: _____ **Date Required:** _____
Contact: _____ **Time Required:** _____
Contact Phone: _____ **Set up time/date:** _____

THINGS TO KNOW:

Please **DO NOT** have guests go to nursing station for entry to lobby area leading to the Heritage Place Meeting Room. Someone in your party will need to stay in the lobby area to open door at entrance to the building for guests. Thank you for your co-operation in this matter.

MAINTENANCE Theatre style <input type="checkbox"/> Café style <input type="checkbox"/> Round tables <input type="checkbox"/> Other - oblong tables <input type="checkbox"/> Temperature Setting <input type="checkbox"/>		For internal bookings only TV <input type="checkbox"/> VCR <input type="checkbox"/> Overhead <input type="checkbox"/> Extension chord <input type="checkbox"/> PA - OV switch on the left side of cabinet will activate system		SPECIAL INSTRUCTIONS Number in attendance _____ 	
DIETARY - for internal bookings only Coffee <input type="checkbox"/> Tea <input type="checkbox"/> Juice <input type="checkbox"/> Pop <input type="checkbox"/> Pitcher of ice water <input type="checkbox"/> Dinner for the Board <input type="checkbox"/>		For internal bookings only Cream & sugar <input type="checkbox"/> Muffins <input type="checkbox"/> Squares <input type="checkbox"/> Cookies <input type="checkbox"/> napkins <input type="checkbox"/>		For internal bookings only Small plates <input type="checkbox"/> Forks <input type="checkbox"/> Knives <input type="checkbox"/> Spoons <input type="checkbox"/> cups <input type="checkbox"/>	
HOUSEKEEPING pick up garbage <input type="checkbox"/>		Diagram for Set-Up			
COPIES TO: Housekeeping Supervisor <input type="checkbox"/>					
Nursing <input type="checkbox"/> Front Office <input type="checkbox"/> Therapeutic Rec. <input type="checkbox"/>		Housekeeping HP <input type="checkbox"/> Housekeeping <input type="checkbox"/> Laundry <input type="checkbox"/> Supportive Housing <input type="checkbox"/>		Maintenance <input type="checkbox"/> Dietary <input type="checkbox"/> Administrator <input type="checkbox"/>	

◆ Please leave all garbage bags in the room for housekeeping to take out.

TERMS OF CONTRACT

1. Meeting room must be booked through the administration office. Full payment, together with the damage deposit, is to be made at the time of booking. The payment check shall be current dated; the damage deposit post dated to the day of the event.
2. Pleasant Manor's Dietary Department does not cater. Caterers may be brought in.
3. Set up of tables and take down, etc., for all external functions shall be the responsibility of the individual. Pleasant Manor will not be responsible for set up and take down.
4. The price of the meeting room follows Pleasant Manor's Annual Fee List. The rental gives access to the Kitchen/Kitchenette area, fridge, stove, coffee maker and tea kettle.
5. We have dishwashing facilities in Creekview only. Therefore please bring your own disposable dishes and cutlery for all other meeting rooms. **Please bring your own dish & tea towels. Cutlery and dishes are to be wiped dry prior to being put away.**
6. Soap for the sink will be provided. **Please bring your own additional household cleaners.**
7. **Tops of stoves, and any spillage into stove top burners to be cleaned. Inside of oven to be wiped down after use as well.**
8. **Please use pot scrubbers to scrub out pots before** placing them through the dishwashing machine in the Creekview kitchen.
9. Table cloths and special napkins will be your responsibility.
10. Please leave garbage bags (provided) inside garbage cans in meeting room kitchen. The Housekeeping dept. will pick them up.
11. **Meeting rooms are to be cleaned and tidied after use.** Floors are to be cleaned. There is a vacuum cleaner, mop and pail located in the kitchen/kitchenette of each meeting room specifically for this purpose. A damage deposit, the sum of which is set out on Pleasant Manor's Annual Fee List, shall be submitted and returned upon demonstration that the room has been returned to a clean, neat and orderly fashion. If left unclean and untidy, the damage deposit will be cashed by Pleasant Manor.
12. Candles and sparklers, etc., are not permitted in any of Pleasant Manor's meeting rooms or common areas. Should the Fire Department respond to an alarm as a result of your function, a further \$500.00 levy will be charged by Pleasant Manor. Confetti is not allowed on the property.
13. **All** Pleasant Manor meeting rooms are to be free of alcohol and smoking. **No alcohol** is permitted to be served in any meeting room. Smoking is permitted only at Pleasant Manor's smoking area, located at the North/East end of the Heritage Place building in the enclosed area.
- 14 **All children attending shall be under the supervision of an adult.** There is to be **NO** running in the hallways, playing in elevators or stairways. Absolutely no play equipment, (e.g. bicycles, tricycles, hockey nets, etc.), is to be brought into the building.
15. **Pleasant Manor is a SMOKE FREE facility. Please see staff as to where the designated smoking area is. Thank you for your co-operation.**

I have read and understand the terms and conditions which must be followed, and take full responsibility for the room rental and liabilities for all activities which occur during the time I have rented said facilities.

Signature: _____ Date: _____