



AMENITY ROOM BOOKING FORM BEN AND ESTHER DAYSON RESIDENCES

Name of Function	
Date of Function	
Starting Time	
Finishing Time	
Approximate number attending <i>(maximum capacity 117 persons)</i>	

CONTACT DETAILS

Name	
Unit No:	
Phone No:	
Email	

PAYMENT DETAILS

	Day Rental 1st Free - N/C	Evening Rental 1st Free - N/C	No Liquor	Liquor	Rental Fee No Liquor	Rental Fee Liquor	Insurance
Damage Deposit							
Rental Fee							
3rd Party Insurance > 50 people (with liquor)							
Total Payment (Cash/Cheque)	\$0						

*** All private events require full pre-payment no later than 24 hours prior to the date of the event.

*** The room must be cleaned after the event and left in the condition as you found it.

*** All three doors must be locked after the event.

*** Any damage to the room or its contents, including any cleaning fees that the Coop or any of the partnering organizations incur that exceeds the damage deposit, the outstanding amount will be invoiced to the tenant by Tikva Housing Society

*** Cancellations must be made 24 hours prior to the event.

Date signed

Member signature

***Thank you for completing this form and returning it to Tikva Housing Society
Please do not hesitate to contact us directly should you have any further queries
We will be in touch to confirm your booking***