

**Swansea Village Co-operative
Community Room Bookings
Letter of Agreement**

NOTE: the common room is rented 'as is'. Renters are responsible for satisfying themselves that the room is in the condition they desire when they use it.

BETWEEN: _____ (renter)

ADDRESS: _____,

TELEPHONE: (H) _____ (C) _____

AND SWANSEA VILLAGE COOPERATIVE INC.

TO BE USED FOR: _____

DATE OF EVENT: _____

DURING THE HOURS OF: _____ A.M./P.M. **TO:** _____ A.M./P.M.

*Under no circumstances should any event be extended beyond the hours of:
1:00 a.m. on weekends (Friday & Saturday) music must be off by 12 midnight.
11:00 p.m. on weeknights (Sunday to Thursday) music must be off by 10 p.m.*

NUMBER OF PEOPLE EXPECTED: _____

ROOM DEPOSIT \$75.00 (refundable after room passes inspection. Renter is responsible for any damages to property and for the cleaning and removal of garbage.

✂ *The renter understands that the use of the room(s) must be in accordance with the approved Community Room By-Law (in your member handbook.*

✂ *The room must be inspected before and after use.*

Signed: _____ (Renter)

Signed: _____
(Staff Member/Co-op Board Member/Social Committee Representative)

Date: _____