



RESIDENTS
ASSOCIATION

Picnic Shelter Rental Policies

AuburnBayRA.ca

Policies and Procedures

- The picnic shelter may be rented for private functions only. Rental for public events is not permitted. The picnic shelter may be used for activities that are not advertised, no fees charged, and there is no intention to market or sell products or services.
- Voting Members may book the picnic shelter up to twelve (12) months in advance and the member MUST be in attendance at all times.
- All rental charges must be paid in full at the time of booking (cheques may be post-dated up to six (6) month prior to the booking).
- There will be a \$50.00 charge on all returned cheques.
- Block bookings are not permitted, unless authorized by management.
- Minimum seven (7) days notice is required for all bookings
- Minimum 2 hour and Maximum three (3) hour rental.
- Your group does not have access to the kitchen, Banquet Room, or Multipurpose room.

Cancellation & Rescheduling Policy

- Cancellation or rescheduling of a booking must be done in writing. You may e-mail your request to admin@auburnbay.org.
- Any re-scheduling of a booking will result in a \$20.00 administration fee.
- Two (2) weeks written notice is required for rescheduling.
- All refunds will incur a \$15.00 administration fee.
- One (1) months written notice is required for cancellations.
- If the rental is cancelled by the customer between one (1) month and the rental date, 100% of the rental rate is non-refundable.
- All refunds will be issued by cheque.

Park Rules

- All park rules must be adhered to at all times.

Guests & Guest List

- Maximum number of guests permitted is 25. Park guest list form is required to be submitted to Auburn House a minimum of 48 hours prior to the booking.

Renter

- The renter **MUST** be in attendance for the entire event.
- Upon arriving for your booking, you must check in for your booking at the main office. Your guests will not be permitted in the park until this has been done.

Permits, Liquor & Insurance

- There is absolutely no liquor permitted in the park or parking lot.
- All renters must have Personal Property Insurance and must provide Auburn House with the policy number, expiration date, and name of insurer no later than 10 days prior to your event. If this information is not received 10 days prior to your event, your event will automatically be cancelled (see cancellation policy for information on refunds)

Set Up & Clean Up

- Clean up must be completed by the end of your rental time, as indicated on your rental agreement.
- You are responsible for the set up and clean-up of the picnic shelter.
- At the end of the function all litter must be picked up and put in garbage bags and placed in the outside garbage receptacle.
- All decorations must be taken down.
- All personal belongings and rented equipment must be taken from the picnic shelter at the end of the rental time.
- Any garbage, bottles, cups, etc. generated by your function, must be cleaned up.
- If the picnic shelter is left damaged or dirty for reasons beyond wear and tear an extra charge will be applied.

Responsibilities

- It is your responsibility to maintain order and to be responsible for the Auburn Bay Residents Association property during the rental time.
- If there is another grouped booked immediately after you, failure to leave at the time specified on your rental agreement will result in a charge of \$50 per 15 minutes.

Damage Assessment

- Assessment of any damage is done by Auburn House staff following the rental.
- The use of confetti or similar decoration is strictly prohibited. A \$50 charge will apply if this rule is not adhered to.

Customer Service Representative/Maintenance

- If the Customer Service Representative or Maintenance staff notice any problems or have any issues they will go to the renter to rectify the situation. If that does not rectify the problem and it is warranted they will call the Police.