



RESIDENTS  
ASSOCIATION

# Picnic Shelter Reservations

AuburnBayRA.ca

## Policies and Procedures

- The picnic shelter may be rented for private functions only, at a rate of \$25.00 per hour (Minimum two [2] hour and Maximum three [3] hour rental). 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.
- Homeowners insurance or tenants insurance **MUST** be provided to Auburn House at the time of booking.
- A damage/non-compliance deposit of \$200 is required at the time of booking.
- All rental charges must be paid in full at the time of booking (cheques may be postdated up to six (6) month prior to the booking).
- Latex balloons and confetti are not permitted in the park. If they are used there will be an extra charge of \$50 on the account, respectively.
- 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
- 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](mailto: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.
- The renter **MUST** be 18 years of age or older.
- 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 at the time of booking.

## **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/ Non-compliance Deposit Assessment**

- A damage/non-compliance deposit of \$200 is required before any rental is confirmed.
  - The damage/non-compliance deposit must be provided in the form of either a cheque that is dated for the day of the function or credit card details.
- Assessment of any damage is done by Auburn House staff following the rental. If there is any damage, the amount to be charged will be determined by Auburn House management and will be charged to the credit card or cheque provided.
- Any non-compliance of ABRA rules & regulations, or disrespect to staff members will result in the automatic forfeit of your entire damage/non-compliance deposit.
- The use of latex balloons is strictly prohibited. A \$50 charge will apply if this rule is not adhered to.
- 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

### **ABRA Zero Tolerance Policy towards Discrimination**

Please be aware that the Auburn Bay Residents Association has a zero-tolerance policy for discrimination towards ABRA staff, contractors and other patrons due to their race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, or sexual orientation of that person or class of person. Individuals who partake in discriminatory behaviour are subject to disciplinary action as per the recommendation of the ABRA Board of Directors Disciplinary Committee.