

Country Lane Estates
Facility Booking Procedures

PRIORITIES:

1. Social Committee Activities
2. Owners

RENTAL CHARGE:

1. **Social Committee Activities/Community Functions**
 - A minimum of 2 hour clean will be assessed should clean up not be done to specifications
2. **Owner Functions/Private Functions** (This means all functions that are not a Community Function)
 - Owners - \$100.00 per day for use of the facility
 - Renters or Non-Residents - \$300.00 per day for use of the facility. ***The Renter's lot Owner is to agree to be responsible should any damages occur.***
 - \$150.00 refundable damage deposit (or \$200.00 if you require use of the BBQ) as approved by Country Lane Estates representative
 - A minimum of 2 hour clean will be assessed should clean up not be done to specifications

Pre Check Facility Prior to Use:

Comments: _____

Booking Name: _____ **Lot Number:** _____

Booking Signature: _____ **Date:** _____

CLE Representative: _____ **Date:** _____

*pick up keys for the facility at the office unless alternate arrangements have been made by Park Administrator

PAGE 1: return to office when you pick up keys

PAGE 2: return to office immediately

PAGE 3: review with CLE representative after event

RETURN FORMS VIA: EMAIL: admin@countrylaneestates.ca
PARK OFFICE MAILBOX

Country Lane Estates

Facility Booking/Usage Agreement

NAME		DATE OF FUNCTION	
CONTACT PERSON		OWNER'S LOT #	
ADDRESS		PHONE NUMBER	
TYPE OF EVENT		NUMBER OF GUESTS	
SET UP DATE	SET UP TIME	EVENT ARRIVAL	EVENT DEPARTURE

Please check off the rooms and items requested for your event

GREAT ROOM	
Number of Round Tables :	Number of Chairs:
Number of Rectangular Tables:	<i>Please provide your own tablecloths.</i>
Sound System:	

KITCHEN		
Stoves	Fridges	Double Door Cooler
Extra Garbage Containers	Plates	Cutlery and Flatware
Pans	Coffee/Tea Urn	

BBQ's & UTENSILS	
BBQ #1	BBQ #2

JANITORIAL SERVICE	Cleaning Deposit:
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Clean up check list on Page 3

RENTAL FEE	DAMAGE DEPOSIT FEE
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*Deposit will be refunded after inspection of facility

Please sign and Date

Booking Signature: _____

Date: _____

CLE Representative: _____

Date: _____

Country Lane Estates

Checklist for Cleaning the Facility

Please review all items and check box when cleaning completed.

NAME	DATE
EVENT	OWNER'S LOT #

GREAT ROOM			
Wipe and Dry Table Cloths – return to drawer		Spot Wipe and/or Mop Floor	
Leave 30 Chairs stacked in West corner		Use Recycle bins for bottle/can/milk container	
Leave 3 Round Tables in Great Room		Empty Garbage - Dispose in West Dumpsters	
Put Remaining Tables/Chairs into Storage Shed		Make Sure That Doors Are Locked	
Sweep Floor		Turn out Lights	

KITCHEN			
Wash and put dishes away		Dispose of Left Over Food	
Wipe Counter Tops and sinks		Empty and clean Coffee Pot	
Clean Stove Top and Oven		Sweep Floor	
Clean any spills in Fridge and Cooler		Wipe Spills and/or Mop Floor	
Put dirty dishcloths and towels in bag provided		Empty Garbage - Dispose in West Dumpsters	

BATHROOMS			
Wipe Counters		Flush Toilets	
Sweep Floor		Empty Garbage	
Wipe and/or Mop Floor		Turn Out Lights	

BARBEQUES & DECK			
Clean Grills		Clean Spills on Outside of BBQ	
Return & Clean BBQ Utensils to Kitchen		Lock BBQ gas lines	
Wipe Grease Spills on Deck Floor		Put Garbage in Bins	
Wipe Tables		Use Recycle bins for bottle/can/milk container	
Put Chairs Back Around Tables			

I acknowledge that by checking each box I completed all tasks outlined to the specifications of the park. Your Damage Deposit will be returned (within 24 hours from the Park Administrator) after inspection.

Booking Signature: _____

Inspected by: _____

Date: _____

Date: _____