



EPICENTRE BOOKING REQUEST

Contact Information

Name: _____

Phone: _____ Email: _____

Booking Fee \$10 for Members or \$25 for Non Members for a half day (a half day is 4 hours)

Member: **YES** or **NO** (please circle)

Event or Activity Information

What kind of activity/event (Birthday Party, Workshop, etc): _____

Date you are requesting: _____

Time Start: _____ Finish: _____

Conditions Please acknowledge we are a non-profit cooperative mostly run by a group of dedicated volunteers. In order to continue to offer up a safe, clean and cost-effective space we ask that all who Book the Epicentre agree to the following guidelines. Once your event is finished...

1. We ask that you wash and put away all dishes and toys used.
2. Wipe down all used and main surfaces with the provided cleaner.
3. Sweep and vacuum floors.
4. Take all garbage and recycling away with you.
5. Organics should be taken away with you also. Alternatively, you can always deposit this in the large composter outside by the driveway exit door. But please do not leave inside the Epicentre.
6. Make sure the toilet is flushed and that all taps and lights are turned off.
7. Put away all outdoor toys used and make sure the shed door is closed properly.
8. Fill out the Sign In Sheet (provided on the bulletin board) for all that attended. This is important for Covid protocol purposes.
9. Remember to lock the door and return our key to the lockbox ☺

Note: This is not a booking. We will contact you to confirm your request and make payment arrangements. Thank you!