

## Harvest Noon Space Booking Request Form

The reservation of Harvest Noon Café is available free of charge to Toronto Sustainable Food Co-operative (TSFC) members and University of Toronto Graduate Students from Monday to Friday after 5pm.

Harvest Noon is a participatory, environmentally conscious and economically accessible food space where University of Toronto students and the surrounding community can gather to eat with one another and learn about food systems by engaging in all aspects of the operation through volunteer and paid work.

Please note: as the person booking Harvest Noon, it is your responsibility to ensure the following:

- All alcohol must be purchased downstairs in the Pub.
- No one is to use the cash register, fridges, or any other appliance, machine, or supplies (food, plates, cups, cutlery, etc) that are used in café operations.
- The kitchen, cupboards and drawers are off limits.
- The fire escape should be used only in an emergency.
- Garbage, recycling or food waste must be deposited in the appropriate bins provided.
- The Café's tables, chairs and any other furnishings must be returned to their original positions after your function.
- When you leave, the Café is left in the same state it was in when you arrived (tables clean, debris picked up off floor).
- When you are finished, turn off the lights, close the door and inform the Pub staff you are leaving.
- You are responsible for any damage or theft occurring in the Café during your function.

A refundable \$50.00 cash deposit is required to reserve the Café. The deposit is refunded only if the booking party makes a reasonable effort to meet all the above criteria.

I have read and agree to the above:

Signature of booker: \_\_\_\_\_

**Please fill out the 'Booking information' section on the back side of this form, and submit it to the Pub during normal operating hours.**

Booking information

Title of workshop or event: \_\_\_\_\_

Name of faculty or group: \_\_\_\_\_

Date and time of function: \_\_\_\_\_

Number of guests: \_\_\_\_\_

Name of booker: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_