

Conditions of Rental

1. It is clearly understood by the Renter that:

a) The renter is responsible for full compliance with all existing Federal, Provincial, Municipal, and Parish Fire, Safety and Liquor regulations. No open flame shall be permitted other than the short duration of lit candles required for a birthday or anniversary cake and then, only if adequate precautions against accidental fire are in place.

b) The Holy Family Parish Centre reserves the right to refuse the use of the Hall for a particular event or function without assigning any reason. The Holy Family Parish Centre will also be denied, a function or event where there is a possibility of vandalism, undue wear and tear to the floors, or excessive demands on utilities or equipment.

c) The Renter has liability exposure should an injury/accident happen during or after a function and in the event the Renter causes any damage to the building, furniture's, fixtures, or equipment the Holy Family Parish Centre's Insurance Co may assess such Renter full payment of loss.

d) The Renter agrees to hold the Parish and all employees and volunteers of the parish harmless for any damage to the Renter's property, and assumes no responsibility for lost, stolen or missing items.

e) The Holy Family Parish Centre assumes no responsibility if last minute cancellations are caused by power failure, Fire Marshall regulations or other causes beyond the control of the Centre.

2. The Renter is to provide competent supervision for all the activities, personnel and guests. All children must be supervised.

3. The Custodian will setup tables and chairs before the event and give the Renter direction on use of the hall as well as present the Person Responsible with the proper key for access. Special arrangements for tables and chairs is the sole responsibility of the lessee.

4. The Renter understands that all garbage is to be separated into bins provided: recycles and regular garbage as per new Garbage regulations. Failure in this regard, or in the area of cleaning the kitchen, equipment & counters resulting any additional time spent by the janitor may result in partial withholding of damage deposit.

5. The renter agrees to pay \$150.00 (refundable damage deposit) to be in the form of CASH, CERTIFIED CHEQUE OR MONEY ORDER. Should any damage occur during or due to the event, the damage will be assessed, resulting in loss of damage deposit and incurred damage repair costs.

6. The renter also agrees to pay a confirmation deposit of \$100.00 (for conferences, meetings, etc) which will be deducted from the hall rental. The confirmation deposit is refundable only if notice of cancellation is received by the Centre three months prior to the event. If cancellation notice is given less than 90 days prior to the actual date of the event, the renter forfeits the deposit.

We agree to comply with the rental agreement and conditions of rental as described above.

For Renter: _____ Date: _____ (Authorized signature)
Address: _____ Telephone No: _____
For Holy Family Centre: _____ Date: _____

Lessee & Caterer's Cleaning Requirements

- Hall Decorating: No tacks or scotch tape to be used on the wall. Masking tape or two-sided sticky tape may be used. One large and one shorter step ladder are available and located in the furnace room to the right of the kitchen. Colored hall light switches are located in electrical room.
 - The custodian will setup and take down tables before and after the event. All food, beverages, equipment, decorations and all renters belongings are to be removed by 4:00 am for janitorial service clean-up. As in accordance with new garbage collection requirements renter is responsible for sorting of recyclable and regular garbage. Bins will be provided in the kitchen. After 4:00 am following the function the renter has no right to access the hall and the key must be returned at the earliest to the Parish office.
 - Kitchen counters, appliances, carts and cooler are to be left cleaned if used. Use of dish washer: Note: Any dishes going into the dishwasher must be free of all debris (crumbs, chunks etc.). Soap and rinse agent are automatically added to dishes during wash/rinse cycles. When air-conditioning is on, keep all windows and doors closed.
- * Please be advised that if these CLEAN-Up REQUIREMENTS are not complied with by the Renter or Caterer, withholding or deduction of the damage deposit may result.

Suggestions to Renter to reduce risks of a claim can review the following:

- Plan to provide food throughout the party. A guest who has been eating may not become as intoxicated.
- Do not make drinking the focus of the party.
- Arrange transportation ahead of time for those who will be drinking.
- Continuously check the premises or hazards that could endanger the safety of guests.
- Promote non-alcoholic or low alcohol content drinks.
- Stop serving alcohol long before you expect the party to break up.
- Be attentive to the guests' behavior and be prepared to have a friendly word with a guest who is becoming intoxicated.
- Do not tolerate drinking competitions, or other illegal behavior.
- Do not serve guests who are already intoxicated.
- **ABSOLUTELY NO LIQUOR TO MINORS.**