

# Holy Family Parish Centre Rental Agreement

## Applications & Conditions of Rental for Weddings, Banquets, Dinners Revised September 25, 2012

Nature of Event \_\_\_\_\_ Date of Event \_\_\_\_\_

Fundraising/Ticketed Event: Yes \_\_\_\_\_ No \_\_\_\_\_

Name of Organization/Person \_\_\_\_\_

Mailing Address \_\_\_\_\_ Phone \_\_\_\_\_

Name of Caterer \_\_\_\_\_ Phone \_\_\_\_\_

Person Responsible \_\_\_\_\_ Phone \_\_\_\_\_

### **PAYMENT SCHEDULE: (Please make cheques out to Holy Family Parish)**

**Refundable Damage Deposit:** \$200.00

*(Paid when booking the event to hold date or cancellation at least 60 days prior to event)*

**- Cash, Money Order or Certified Cheque to Holy Family Parish**

**- Refundable after complete joint inspection of Centre following event.**

*(Ten days to give back refundable damage deposit to renter.)*

**Party/Alcohol Liability Insurance Fee:** \$125.00

*(Paid two weeks prior to event)*

**Rate per hr: \$100/hr    No. of hour's \_\_\_\_\_    Total Payable: \_\_\_\_\_**

*(Minimum 7 hours)*

## Terms and Conditions of Rental

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.

Rental of Facilities will be denied to a Function or Event, where there is the possibility of Vandalism, Undue Wear and Tear to the Floors, or where there is Excessive Demands on Utilities or Equipment.

1. It is clearly understood by the Renter that:
  - a. Renter is responsible for full compliance with all existing Federal, Provincial and Municipal Safety and Liquor Regulations.
  - b. 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 are in place in case of Accidental Fire. **ABSOLUTELY NO CONFETTI, GLITTER ETC. ALLOWED!!!**
  - c. The Renter understands and agrees to pay \$125.00 Party/Alcohol Liability Insurance, which is subscribed through the Diocesan Insurance Plan. The Renter must provide the Liquor Permit to Holy Family Parish one-week prior to Event. (This is available at the Liquor Store when applying for Liquor permit.) Non Compliance will result in Cancellation.
  - d. Included is the use of the Kitchen Facilities. **\*\*Clean-up of the Kitchen and appliances is the responsibility of the Event Renter/Caterer.**  
**\*\*\*\*\*Kitchen Stove Pilot Lights are to be checked and left burning prior to Renter leaving the Centre.**
  - e. Dishes/Utensils may be rented. Please contact CWL.
2. Refundable Damage Deposit: Should any damage occur to the Family Centre; Structures, Grounds, Fixtures, Furniture or Equipment during or due to the Event, the damage will be assessed. Damage may not be limited to the loss of the Damage Deposits, but may include the full cost of repair and/or replacement.
3. The renter is allowed a 12-hour period prior to the event for set-up and decorating. If there is no other hall rentals booked by Holy Family Parish the following day the setup/cleanup period can be negotiable.
4. When contracted the Janitor will set-up tables and chairs under the Renters direction for \$30.00/hr. Set-up will be in accordance with all codes.
5. Holy Family Parish will issue the appropriate key to the Renter the day before the event as well as giving any instructions they may need during the use of the hall. The key is to be returned to the Parish Office the next business day.
6. The Renter is to ensure that the Caterer observes all rules and regulations, has knowledge about all appliances, and that they are responsible for the clean up of Kitchen facilities, appliances, equipment, floors, etc,
7. The Renter is responsible for shutting off all lights, water taps, electrical appliances, stoves, securing all doors, windows and exits at the end of the event.

8. Garbage is to be properly separated and deposited into Recycle and Regular Bins. Failure to comply may result in the withholding of Damage Deposit.
9. The Renter has Liability exposure in the event of Injury or Accident during the time of Rental Agreement Possession. Assessment of such incidents will be under the direction of The Holy Family Parish Centre Insurance Provider.
10. The Renter must ensure that all Alcoholic Beverages are under License and present only in Approved-Designated areas, and must be Within the Banquet Hall Area.
11. The renter agrees to hold the Parish & all employees and volunteers of the Parish harmless for any damage to the Renters property. The Holy Family Parish will not be held responsible for any items missing, lost, stolen or left behind.
12. The Holy Family Parish assumes no responsibility, if a last minute cancellation occurs due to a Power Failure, Fire Marshall Intervention or any other cause which is beyond the control of the Parish.
13. The renter must provide all competent supervision for all activities, personnel and guests.

We have read and fully understand the terms and condition of this Rental Agreement. We do hereby agree to comply with all terms and conditions.

Renter \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Holy Family Parish \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_