

RENTING THE PARISH HALL

Size of Hall

- Maximum capacity: 220

Times

- The hall can be rented for a few hours in the daytime or for a whole evening.
- The greatest demand is for Saturday evening.
- A Saturday evening event may not begin before 6pm because of mass in the church at 4pm.
- An evening event must end by 1am, and loud music must end at 11pm (city bylaw)

Facilities

- The small kitchen and the refrigerator can be used. Everything must be left in good order.
- The church does not provide audio-visual equipment. The licensee must provide his/her own.
- The licensee may come the evening before the event, in order to decorate the hall or leave equipment.
- The licensee must remove all equipment and return the hall to its previous condition *before leaving at the end of the event*.

Security Deposit

- The licensee must pay a security deposit of \$250, which will be refunded after the event if the hall is left in good order and all the provisions of the contract have been followed.
- Hall booking is not guaranteed until the security deposit is paid.
- Refund of the security deposit will be by cheque a few days after the event.

Insurance

- The licensee must purchase insurance against damage to property and injury to persons.
- A document on the parish web site explains how to purchase insurance.
- The event will not proceed unless proof of insurance is provided.

Alcohol

- If the event involves alcohol, the licensee must get a liquor permit.
- The event will not proceed unless proof of a liquor permit is provided.

Summary of Costs

- Security Deposit: \$250 (refundable)
- Rental fee: between \$200 and \$350 depending of nature and duration of event
- Insurance: between \$80 and \$300 depending on circumstances (number of people, length of event). Alcohol greatly increases the cost.
- Liquor permit (if needed)

Payment

- Payment of the security deposit and rental fee must be in cash or by cheque. All payments by cheque must happen at least 2 weeks before the event.
- Payment for the insurance is done on line with a credit card.

STEPS TO BE FOLLOWED

Step 1: First Contact. Ask about availability of date. Exchange information about nature of event, contact information of person responsible for the event, etc. This can be done by phone. Date can be booked provisionally.

Step 2: Visit parish office to pay the \$250 security deposit and sign the contract. It is only at this point that the booking is guaranteed.

Step 3: Purchase insurance and – if needed – liquor permit.

Step 4: If payment of rental fee is to be by cheque, do so at least 2 weeks before event. If payment is to be in cash, you can wait until step 5.

Step 5: A day or two before the event, visit parish office to get the keys to the hall. Provide proof of insurance coverage and liquor permit. Pay rental fee (if in cash).

Step 6: After the event, visit parish office on the day agreed on, in order to return the keys. Licensee will be told if any of the security deposit will not be refunded because the hall was left in an unsatisfactory condition or some contract provisions were not followed.

Step 7: Security deposit refund cheque can be collected on the Thursday following Step 6.