

# Corpus Christi Parish

## Policy – Rental of Parish Property

Below are the terms and conditions that govern the rental and use of the Main Center.

1. Corpus Christi Parish Main Center can accommodate the following number of people based on the set up noted
  - a. Seated with Tables - 204
  - b. Theater Style - 300
  - c. Standing only - 400
2. Rental of Main Center and smaller rooms fees are as noted on the attached schedule
3. The facility is available for rental during the week and on the weekends with the exception of
  - a. Saturday afternoon 4pm to 6pm
  - b. Sunday mornings before 12 noon
4. A deposit equal to  $\frac{1}{2}$  of the rental fee is required at the time of booking of the rental in the case of the main center. The remaining  $\frac{1}{2}$  of the rental fee is due 7 days before the rental date.
5. A damage deposit equal to  $\frac{1}{2}$  of the rental fee is required at the time of booking in the case of a full day or half day rental of the main center.
6. The rental agreement along with the deposit and damage deposit must be returned to the office to confirm the booking.
7. In the event of cancellation, the following will be refunded
  - a. More than 8 days before event – full refund of monies received ( $\frac{1}{2}$  rental and damage deposit)
  - b. Within 7 days no refund of rental deposit, full refund of damage deposit.
8. Cleaning – cost is included in rental rate except in the case of Friday, Saturday or Sunday evening when the cost is \$60.
9. Kitchen usage – Access to fridge and urns for hot water is available. Meals must be catered by Parish Caterer.
10. Insurance – An Insurance certificate must be provided by the renting organization/individual naming the Archdiocese of St. John's-Corpus Christi Parish. If the individual does not have access to this insurance. Please see attached forms outlining information required to determine insurance cost.
11. Liquor - The sale of liquor is prohibited. Renters may bring own beverages including alcoholic beverages. If the facility is used for an event open to the public where liquor will be consumed, a liquor license must be obtained. In the case of rental for a private event where attendance is by invitation only, no liquor license is required. Minors must leave premises by 9pm when liquor is being served.
12. Smoking Is not permitted in the interior of the facility.

## SCHEDULE OF FEES

### Main Center

Full Day	\$300
1/2 Day under 3 hours	\$200
Funeral Reception	\$100

### Large Room

Full Day	\$150
1/2 Day	\$75

### Small Room

Full Day	\$50
1/2 Day	\$25