



# Msgr. Paul Baxter Centre Rental Information

## Baxter Hall (maximum capacity of 250)

- Hall Rental (1:00 pm to 1:00 am plus two additional two hours to decorate) \$1,500.00
- Security/Damage Deposit (refundable) \$500.00

## Liability Insurance (minimum \$2 Million)

- Mandatory for all rentals.
- Visit [https://pearsondunn.com/acbo\\_insurance\\_applications/new?locale=en](https://pearsondunn.com/acbo_insurance_applications/new?locale=en) to obtain a quote and purchase insurance.

## Catering & Bar Service

- Client provides own caterer from approved list, or subject to Parish approval.
- Client obtains Special Occasion Permit and provides Smart Serve trained servers either directly or through chosen caterer.

## Table Linens, Chair Covers & Tableware

- Client's responsibility

## Sound System

- Microphones & use of parish hall sound system included.

*Note: Baxter Hall is also available for special events (e.g. showers, anniversaries, etc.) for a minimum rental period of three hours. The rental fee is \$125.00 per hour. Also available are the Riopelle Boardroom or McGivney Conference Room. Each have a maximum capacity of 25 and the rental fee is \$75.00 for 3 hours.*

*Effective September 2017  
Rates subject to change without notice*