

# Saint Richard's Parish

7070 Ch. Guelph. Cote Saint-Luc, QC. H4W 1G9  
Tel: 514 488-0778 • Fax: 514-488-5417

## PARISH HALL RENTAL AGREEMENT

**Agreement between St. Richard's Parish and \_\_\_\_\_**

Name (Name of Representative for Groups or Organizations)

Organization:

Address:

City:

Postal Code:

Home Phone: (    )

Cell: (    )

Description of Event:

Date of Event:

Time From \_\_\_\_\_  
To \_\_\_\_\_

Expected number of attendees:

**TABLES NEEDED:**  Round # of pcs \_\_\_\_  Rectangle # of pcs \_\_\_\_ **Chairs: # of pcs** \_\_\_\_

**LIQUOR WILL BE SERVED OR SOLD**  Yes  No

**Note:** The Application and Procurement of any permit and/or license is the sole responsibility of the Lessee and/or sponsor of the event. A copy should be submitted prior to the start of the event.

**Copy of permit submitted to office :** \_\_\_\_\_ (date) **Received by:** \_\_\_\_\_

### OFFICE USE ONLY

**Non-Profit Organization**

**Religious Organization**

**Parish Ministry**

**Personal (parishioner)**

**Personal (non-parishioner)**

Rental of Facility: \$

Rental charge	\$50 per hour
---------------	---------------

Minimum rental	FOUR hours
----------------	------------

Setup time (if reqd.)	\$25 per hour
-----------------------	---------------

Deposit (50%): \$

Rental from	Hrs	To	Hrs (including cleaning)
-------------	-----	----	--------------------------

Balance Due:

Refundable Caution Deposit of \$100 is to be paid in cash)
--

\*Cheques to be made payable to: ST. RICHARD'S PARISH

\*Minimum 50% deposit

All conditions and fees contained in this agreement are understood and accepted.

Signature of Lessee:

Date: dd / mm / yyyy

Signature of Lessor:

Date: dd / mm / yyyy

(Note: **Lessee** refers to the Person or group renting the place / **Lessor** is St. Richard's Parish)

# **ST. RICHARD'S PARISH HALL RENTAL GENERAL TERMS & CONDITIONS**

- A. **ALL AREAS** of the church, hall, rooms and grounds nine meters radius near the doors are **NO SMOKING AREAS**.
- B. The church facilities & equipment are to be used with respect & care.
- C. Lessee is responsible for setting up the hall for the function.
- D. Decoration are permitted. No materials are to be taped to the walls or stage. No confetti, no decorations with glitter or small stars is permitted.
- E. Any damage to the property of the church will be assessed against the lessee.
- F. The lessee should have a valid liquor permit in order to serve or sell alcohol and copy should be submitted to the parish office. Otherwise, alcohol and consumption of alcohol is strictly forbidden on church premises. Any fines and/or penalties incurred by the lessee and/or lessor due to the failure to disclose the serving of alcohol on the premises or the failure to obtain the required permit will be fully the responsibility of the lessee to discharge payment.
- G. **Consumption of drugs (both legal and illegal) is prohibited in and around the building.**
- H. Cleaning is mandatory after the function which should include:
  - 1. Removal of all notices, sticky tacks, decorations, etc.
  - 2. Collection of all waste/garbage and placing in the bags. All garbage bags should be placed in the bins outside the building.
  - 3. Cleaning of tables and chairs and returning them to where they were placed or stacked prior to the set-up.
  - 4. Use the toilettes responsibly.
  - 5. Clean-up of the kitchen, if the kitchen area is used. No cooking is permitted.
- I. **Non-compliance will be subject to a penalty of \$100.00.**
- I. The kitchen cannot be used for any cooking, except for warming up, use of tap water and fridge. The rental agreement does not include use of the utensils and dishes. Do not wash greasy utensils in the sink.
- J. Lessee **MUST** not leave any of their equipment and other articles.
- K. **THE MAXMUM TIME LIMIT FOR THE RENTAL IS 10:00 P.M. INCLUDING THE TIME FOR CLEANING AND DEPARTURE. THE DOORS SHOULD BE CLOSED NOT LATER THAN 10:30 P.M.**
- L. Lessee is responsible for policing of the event. Loitering in the staircases, washrooms, and entrances and parking lot is **not permitted**.
- M. At the end of the event, the lessee is responsible for turning off of all the lights in the hall, kitchen and toilettes.
- N. No refunds will be made for any cancellation, unless a written notice is received at least ten (10) days prior to the date of the event.
- O. The balance due should be paid in full at least thirty (10) days prior to the date of the event. If the Lessee fails to do so, the Lessor reserves the right to cancel this agreement.
- P. The **Lessor is not liable for any loss or damage** to any items or articles brought into the premises by the lessee, their guests and/or other persons using the facilities under this agreement. This includes any loss incurred to vehicles or their contents, while parked in the church parking area. **The Lessor is not liable for any injury sustained by anyone participating in the event or function for which the facilities have been rented.**
- Q. The entrance to the event is only through the front of the church. **THE SIDE DOORS ARE NOT TO BE USED. The side doors are meant only for fire exit.**
- R. The maximum capacity of the hall is one hundred and eighty (180). The number of persons participating should be strictly restricted to 180.

***The lessee is responsible for verifying the conditions of the facilities before the event and for notifying the parish representative if there are any problems.***

Lessee Initials \_\_\_\_\_

Lessor Initials \_\_\_\_\_