

# Our Lady of Peace Hall Rental Contract

425 Broad Street North

Contact: Office at 306-543-5355 or Hall Coordinator at 306-543-3014

Hall Rental Prices		
Hall	\$45.00/hour	Includes use of sound system (microphone), projector and dishes
Kitchen	\$100.00	Applicable if using dishwasher, ovens/other cooking appliances such as slow cookers)
Funerals	\$ 200.00	Suggested Honorarium
Damage Deposit	\$ 300.00 – with alcohol \$ 200.00 – without alcohol	Must be paid within one week of booking the hall to reserve the date. Pending no damages, you will be reimbursed 1 week after the event.

Other Costs	
All events require renters to purchase liability insurance (see General Information for more detail)	
Events with alcohol require renters to hire Security (see General Information for more detail)	
Events with alcohol require liquor permit (see General Information for more detail)	

❖ A site manager will be provided at no extra charge for all events.

Renter Details	
Date/Time of Function	
Approximate Number of Guests	
Renters Name	
Phone	
Address	
Postal Code	

Quote	
Rental Fees	\$
Damage Deposit	\$
Total	\$
<b>Notes:</b>	

## GENERAL INFORMATION

- The hall can sit 250 people (ie: for a sit down supper)
- For a dance, it will facilitate 200 people
- Tables (rectangle) and chairs are available and can be set up ahead of time at no extra charge. They seat 12 people per table.
- Accessible.
  - No stairs. Facility is all one level.
  - Handicap washrooms.
- Due to Saturday evening masses, we ask that there is no activity in the hall from 4:00 to 6:30 pm.

## CONDITIONS OF USE

**All activities at Our Lady of Peace church must be in accordance and be respectful to the principles of the Catholic Church.**

**Notify the office** no later than one week in advance of the function of any change in the number of guests as stated, plus any extra people attending the function.

The user shall assume all responsibility for licensing, taxation, and all other obligations whatsoever arising out of the activity being conducted in the parish hall.

**The applicant** shall conduct its activities in the parish hall in accordance with the laws of the Province of Saskatchewan and The City of Regina, fire, health and all other regulations relating to the premises and agrees to pay damages caused by himself and/or guests, or band. **Proof of adequate insurance coverage (Comprehensive General Liability of Comprehensive Personal Liability policy in an amount of at least \$2,000,000.00)...a certificate to be provided 15 days before rental date.** Damage deposit \$300.00 will be refunded the week following your function if no damage occurs or excessive cleanup is needed.

**NO liquor to be brought in EXCEPT under permit in the renter's name...**

- permit presented to Hall coordinator 24 hours prior to the event. The permit must be posted in the hall the day of the event.
- Delivery of liquor may be brought in at time of decorating.
- NO ONE under the age of 19 years will be served liquor on the premises.
- If you are having a cash bar, you must supply a ticket seller over 19 years of age and coinage.
- **Bonafede Security personnel** must be present when liquor is being served on the premises.
- The applicant will be responsible for incidents which arise when security personnel are not required.
- **\*\* HOMEMADE WINE/BEER NOT ALLOWED \*\***
- **No Gambling** permitted.

The following hours be adhered to:

**Friday - Bar closes at 1:00 a.m., vacate premises by 2:00 a.m.**

**Saturday - Bar closes at Midnight, vacate premises by 1:00 a.m.**

The user shall not sublet or part with possession of the premises or assign or transfer any right, title or interest in their application and/or permit, in whole or in part.

Prior permission must be obtained to move any heavy equipment onto Church premise. Permission must also be obtained to alter the premises in any way.

***DECORATING..... DO NOT ATTACH ANYTHING TO THE WALLS OR CEILING.*** Violations will make the applicant liable for repairs. **NO CONFETTI - this includes colored metal/plastic sparkles - in or outside hall or on tables.**

Cleaning: Tenants are responsible for returning the hall to the same condition it is found upon arrival. The floor is to be swept after use. Garbage is to be bagged and placed in the garbage bin in the alley. Items to be recycled are bagged and put in recycle bin. Where tenant does not leave the area(s) of the building used clean and neat the tenant will pay the church's cost for cleaning at a rate of \$20.00/hour. This will be deducted from the damage deposit

Our Lady of Peace **will not** be responsible for any property left by the applicant or guests. All personal property must be taken out the night of your function.

**I agree to the above regulations and instructions regarding Our Lady of Peace Hall Rental and Services Contract.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

\*Please return one signed copy of this contract with your deposit within one week of booking.

Facility	Room	Capacity	Cost	Notes
Uplands Community Centre	Hall	150	35/hr	Flat rate of 225 for 12 hours or 300 for 24 hours
	Craft	20	25/hr	
	Meeting	12	15/hr	
				<ul style="list-style-type: none"> <li>- Security is extra and required for events with liquor. They are hired by Uplands Community Centre.</li> <li>- Damage deposit is 300 for events with liquor and 200 without</li> <li>- Use of Kitchen included</li> </ul>
NECA	Hall	120 to 150	42/hr	
				<ul style="list-style-type: none"> <li>- Security is extra and required for events with liquor. They are hired by NECA</li> <li>- Damage deposit is 200</li> <li>- Prices altered sometimes depending on who is renting</li> <li>- Use of Kitchen included</li> </ul>
OLOP	Hall	200 to 250	65 to 100/hr	If flat rate of 400 applied for 4 to 6 hours
			50/hr	For each additional hour
				<ul style="list-style-type: none"> <li>- Security extra and required for event with liquor. They are hired by the customer</li> <li>- Site manager is extra and required for events with liquor. They are supplied by OLOP</li> <li>- Kitchen is 100 to 200 extra (light use vs heavy)</li> <li>- Extra charge of 50 if dishes are used</li> <li>- Damage deposit is 300 for events with liquor and 100 to 200 for events without.</li> </ul>