

Our Lady of Peace - Rental of Facility

Facility requirements	Rate	
Day – 4 to 6 hrs	\$400.00	Additional time \$50.00 an hour
Hall or meeting rooms – 1 to 4 hrs	\$100.00 an hour – Minimum of 2 hours	
Damage Deposit	\$300.00 – Flat Rate - Refundable	
Rental Deposit	Half of Total Cost of Rental of Facility – refundable if cancelled 30 days prior to event.....no refund if cancelled less than 30 days.	
Kitchen	\$200.00 hot food – up to 6 hours \$100.00 cold food – up to 6 hours	\$50.00 each additional hour
	At least one person should have certification of safe food handling and be present while food is being brought in prepared, handled and presented on site	
Caterer	Must be checked & approved by hall Manager	
Sound System	\$49.00	
Power Point & Screens	\$99.00	
Site Manager – present at all times	\$10.00 an hour	With liquor \$135.00 flat rate
Socan Tarrif	For playing copyright music - required	
Liquor	Renter must obtain permit/bar tenders, & all bar requirements (cups, ice, mix, etc.) SECURITY – Renter responsible to hire bonafide security personnel – notice of security contract is to be provided to hall manager 60 days prior to the event INSURANCE – Renter is required to provide proof of adequate insurance coverage...Comprehensive General Liability of Comprehensive Personal Liability policy in an amount of at least \$2,000,000.00. Certificate provided to hall manager 60 days before rental date. Music must end at 1:00 a.m. Bar closes at 1:00 a.m., vacate premises by 2:00 a.m.	
Leave it as you found it	Renters are expected to leave the facility as clean as they found it. Evening functions by 2:00 a.m. Additional janitorial costs will be deducted from the deposit.	
PLEASE NOTE: Prices subject to change without notice		

Please use the suggestion box should you have any further suggestions regarding these policies in renting OLOP Facilities