



Our Lady of Peace Parish
425 Broad St N | Regina, SK S4R 2X8
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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.
- Wheelchair Accessible.
 - No stairs. Facility is all one level.
 - Accessible 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 Parish Hall and Kitchen 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 changes in number of guests as stated, or extra people attending the function. **The applicant** shall assume all responsibility for licensing, taxation, and all other obligations whatsoever arising out of the activity being conducted in the Parish Hall/Kitchen. **The applicant** shall conduct its activities in the Parish Hall/Kitchen 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 her/himself and/or guests, or band. **Alcohol Events** require **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.
- **Bonafide 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 MUST be Adhered:

Friday - Bar closes at 1:00 AM, vacate premises by 2:00 AM

Saturday - Bar closes at Midnight, vacate premises by 1:00 AM

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.

DECORATION Do not attach anything to walls or ceiling. Violations will make the applicant liable for repairs. **No Confetti** - including 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. Recycled items are bagged and placed in recycle bin. If required, the Tenant will pay the church's cost for cleaning at a rate of \$20.00/hour and 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 removed immediately after function.



HALL & KITCHEN RENTAL AGREEMENT

Hall & Kitchen Rental Prices		
Hall	\$45.00/hour <i>Fees Waived for Parishioner Funerals & Baptisms. Honourariums are appreciated.</i>	Includes use of Sound System (microphone), Projector and Dishwasher & Dishes. Disposable plates, cups or flatware are not permitted.
Kitchen	\$100.00 Cold Rental \$200.00 Hot Rental <i>Cold Rental Waived for Parishioner Funerals & Baptisms. Honourariums are appreciated.</i>	COLD RENTAL includes: Dishes, Cups, Mugs, Flatware, Dishwasher & Fridge HOT RENTAL includes: Dishes, Cups, Mugs, Flatware, Serving Bowls, Serving Platters, Serving Utensils, Dishwasher, Fridge, Stove, Ovens, Grill & other Cooking Appliances such as Slow Cookers. Disposable dishes, cups or flatware are not permitted.
Funerals	\$ 0.00	Suggested Honorarium \$200.00
Baptisms	\$ 0.00	Suggested Honorarium \$200.00
Damage Deposit	\$ 300.00 – with alcohol \$ 200.00 – without alcohol <i>Deposit Waived for Parishioner Funerals & Baptisms without alcohol. Honourariums are appreciated.</i>	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. Disposable cups are permitted for alcohol only.

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	
First and Last Name	
Address, Province, Postal Code	
Telephone Numbers: Work & Cell	
Email Address	
Identification DL/SK Health Card	

Quote

Rental Fees <i>Must be Paid within one week prior to event.</i>	
Damage Deposit <i>Must be paid within one week prior to event</i>	
Total	

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

Signature: _____ Date: _____

*** One signed copy of this contract must be returned with your deposit and payment within one week of booking; otherwise, booking will be cancelled.**