

**St. John's Anglican Church 2878 St. John's Drive, Jordan L0R 1S0**

**Hall Rental Contract for Special Events (Single Occasion) (rev. Apr. 2018)**

**Rental Coordinator:** Diane Netherway

Please contact Diane to see the facilities or to pick up / drop off keys at the church office

Church office 905-562-7238 / Diane's cell phone (905) 931-9550

email: [stjohnsjordan@vaxxine.com](mailto:stjohnsjordan@vaxxine.com)

*Date(s) Required:* \_\_\_\_\_ *Arrival time* \_\_\_\_\_ *Departure time* \_\_\_\_\_

*Contact Person's Name* \_\_\_\_\_ *Phone* \_\_\_\_\_

*Address* \_\_\_\_\_

*Email Address* \_\_\_\_\_

*Type of Activity:* \_\_\_\_\_ *Approx. # of Participants:* \_\_\_\_\_

**Alcohol:** If you wish to serve alcohol, you must apply for a Special Occasions Liquor Permit from the LCBO (at least 30 days in advance) and present a copy to the parish office before obtaining a parish hall key. You must also follow all procedures for the serving of alcohol mandated by the Province of Ontario, including a bartender with a Smart Serve licence. Also, please note that the use of alcohol significantly increases the cost of User Group Insurance required by the Diocese of Niagara.

**Insurance:** All individuals and community groups must be fully insured before using parish facilities. We accept either of the following two types of insurance:

1. Your own personal, group, or business insurance. In this case we must receive a certificate of insurance from your insurance company, naming "The Parish of St. John's Anglican Church, Jordan" and "The Diocese of Niagara" as "additional insured" and providing liability coverage of a minimum of \$1 million personal and \$2 million for groups. **OR**
2. Our User Group Insurance (see separately) paid for by a cheque made out to "The Diocese of Niagara".

**Garbage & Recycling:** Although St. John's has its own garbage and recycling bins, all renters must remove their own garbage and recycling. Return of the Damage Deposit is conditional upon appropriate clean up and the removal of garbage and recycling.

Please sign here to indicate your agreement: \_\_\_\_\_

**Curfew:** All activities must be over by midnight, and the cleanup completed and everyone out of the facilities by 1am.

**At the Time of Booking:** Before a Special Event can be confirmed in the Parish Calendar, we must receive:

1. The rental contract, fully completed and signed.
2. The booking/damage deposit of a \$200 cheque made out to "St. John's Anglican Church" (see below for details)
3. Full payment for the rental and the insurance is due 30 days before the event

**Booking / Damage Deposit:** This cheque for \$200 made out to "St. John's Anglican Church" is required before any event will be reserved on the Parish Calendar. This cheque will also serve as the damage and cleanup deposit. It ensures that the facilities are left clean and orderly and that no damage has occurred to the Hall. This cheque will not be refunded if the event is cancelled by the renter. It will be saved in the parish office, and returned after the event when it is determined that:

1. No damage has been done to the facilities.
2. The facilities were left in a clean and orderly fashion
3. The key is returned

It is the renter's responsibility to make an appointment to pick up this cheque after the event, or the cheque may be destroyed after 30 days.

**One Week Before Your Special Event:** A key to the Parish Hall may be picked up within a week of the Special Event. It is the renter's responsibility to arrange a pick-up time by contacting Diane Netherway as listed above. Before receiving a key, the renter must present a copy of the ***LCBO Special Occasions Liquor Permit***, if applicable.

**Maximum Numbers Allowed:**

<b>Gym</b>		<b>Hearth Room</b>	
Chairs only	170 people	Chairs only	90 people
Chairs w/tables (dining)	140 people	Chairs w/tables (dining)	75 people
Chairs w/tables (other)	200 people	Chairs w/tables (other)	80 people

**Facilities Requested & Costs:**

Gym & Hearth Room .....	\$400.00	\$ _____
Gym only .....	\$300.00	\$ _____
Hearth Room only .....	\$200.00	\$ _____
Kitchen.....	\$100.00	\$ _____
<i>Total</i> .....		\$ _____ <i>chq #</i> _____

## HOLD HARMLESS AGREEMENT

***Between***

**St. John's Anglican Church, Jordan and**

**Name of Participant or User Group:** \_\_\_\_\_

**Type of Activity:** \_\_\_\_\_

***I/We, the undersigned, on behalf of \_\_\_\_\_ (name of renter – individual or group) both during and following the term of this agreement, undertake to indemnify and save harmless The Diocese of Niagara and the Parish of St. John's Anglican Church, Jordan, from and against any and all loss, cost, damages expense and liability (statutory and common law) in connection with the injury or death of any person or property or other damage sustained by The Diocese of Niagara, or St. John's Anglican Church, its directors, officers, employees, agents, or volunteers, which may arise out of my/use use of the church property.***

*I/We also undertake to conduct my/our activities in a safe and careful manner and I/assume full responsibility for the conduct of my/our students/members/volunteers/guests and for their safety.*

*Duration/Time Frame/Date(s) of validity of this agreement* \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
*(mm dd yyyy)*

*Additional comments:*

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*Renter's Signature*

*Print Name and Title*

*Date Signed*