

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

**2023 Hall Rentals for Single Occasion Events (rev. April 1, 2022)**

**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 [stjohnsjordanoffice@gmail.com](mailto:stjohnsjordanoffice@gmail.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 license. Also, please note that the use of alcohol significantly increases the cost of User Group Insurance required by the Diocese of Niagara for your event. X \_\_\_\_\_

**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 one million dollars personal and two million dollars for groups. **OR**
2. Our User Group Insurance, through the Anglican Diocese of Niagara, would be payable by cheque to "The Anglican 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: X \_\_\_\_\_

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

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

1. The rental agreement, 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. X \_\_\_\_\_

**Booking / Damage Deposit:** This additional 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. *This cheque will not be refunded if the event is cancelled by the renter.* It ensures that the facilities are left clean and orderly and that no damage has occurred to the Hall. The deposit will be 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. X \_\_\_\_\_

**One Week Before Your Special Event:** A key to the Parish Hall may be picked up within a week of the Special Event as long as the rental costs have been paid in full.

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 also present a copy of the ***LCBO Special Occasions Liquor Permit***, if applicable. X \_\_\_\_\_

**Maximum Numbers Allowed:**

**Gym**

**Hearth Room**

Chairs only	170 people	Chairs only	80 people
Chairs w/tables (dining)	120-130 people	Chairs w/tables (dining)	50-60 people

**Facilities Requested & Costs:**

Gym .....	\$345.00	\$ _____
Hearth Room.....	\$230.00	\$ _____
Kitchen.....	\$115.00	\$ _____
<i>Total</i> .....		\$ _____ <i>chq#</i> _____
	OR	e-transfer conf. _____

**If required:** Insurance payable to ***The Diocese of Niagara*** \$ \_\_\_\_\_ *chq#* \_\_\_\_\_

Without alcohol \$ \_\_\_\_\_ With alcohol \$ \_\_\_\_\_

Assigned Key # \_\_\_\_\_

