

St. Joseph's Parish Hall Douro – Rental Rates

➤ NB: Maximum Capacity - 200 upstairs - 140 downstairs (sit down)

Events Sponsored by Non-Parishioners *:	\$200.00
- Receptions, dances, card parties, meetings	
Events Sponsored by Parishioners **:	
- Small events lasting a few hours (no alcohol) up to 50 people	\$ 50.00
- Larger events (no alcohol) – over 50 people expected	\$ 75.00
- Larger events (with alcohol) eg. Dances	\$140.00
-	
Fundraisers (raising \$\$ for a charity)	
- Organized by a Parishioner **	Free + \$100 cleaning deposit
- Organized by a Non-Parishioner *	\$200 + \$100 cleaning deposit

ALL WHO USE THE HALL ARE REQUIRED TO OBSERVE THE FOLLOWING

- **A HALL RENTAL AGREEMENT** must be signed in advance. The terms and conditions specified in that document are binding.
- Areas used are to be swept following the event
- Tables & chairs are to be wiped off and arranged as found
- If helium balloons are used, ceiling FANS MUST BE TURNED OFF. The cost to remove balloons caught in the fans is \$35 per fan, and will be charged to the user.
- **A CERTIFICATE OF INSURANCE** showing the RCEC diocese of Peterborough and St. Joseph's Parish as "Additional Insured" with a limit of liability no less than \$2,000,000 MUST BE ON FILE with the rental agreement at the Parish Office. (Insurance may be purchased from Pearson-Dunn Insurance Company through the Parish Office. – Rates available upon request)

- * **A Non-Parishioner** – any person who is not a Parishioner of St. Joseph's Parish Douro
(see note below)

** **A Parishioner** is a person who is recognized by the Pastor and/or secretary of St. Joseph's Parish Douro as being a member of the same Parish. A member is someone who has regularly participated in the liturgies and events of the Parish over the previous 10 years.

*** **Cleaning Deposit** is paid in advance by the user of the hall in the amount of \$100 (representing 8 hours of hall cleaning costs). A portion of this may be reimbursed depending on the condition in which the facility is found following the event.

Revised Sept 2015

Rental Agreement

between
on behalf of **The Parish of St. Joseph, in the County of Peterborough**
and **The Roman Catholic Episcopal Corporation for the Diocese of Peterborough in Canada**
(lessee)

(name of organizer)

(name of organization, if applicable)

(mailing address, incl. postal code)

(phone number: work / home)

for the rental of **St. Joseph's Parish Hall, 299 County Rd. 8, Douro, ON., K0L 1C0, 705-652-3231**
for the purpose of:

between the hours of _____ a.m./p.m. and _____ a.m./p.m., on _____
date: (day) (month) (year)

Conditions of Rental Agreement:

1. Groups or movements opposed to the Christian Spirituality and Tradition, especially in relation to faith and morals, are not eligible to rent the facility;
2. No celebration or gathering is permitted which is intended to mark an occasion or event which could not be celebrated in a Catholic church or chapel due to a conflict with Catholic teaching and laws, or which should have been celebrated by a Catholic priest or deacon;
3. No gambling is permitted;
4. All candles must be enclosed or contained in glass; candelabras, single candle sticks and open flames of any kind are not allowed;
5. The purchase and sale of alcohol shall be the sole responsibility of the St. Joseph's Council of the Knights of Columbus;
6. No alcohol is to be taken outside the hall at any time and consumption of alcohol, other than that purchased on the premises is a violation of the Provincial Liquor Laws and is strictly prohibited;
7. All LCBO regulations must be observed;
8. Decorations, pictures etc. may be affixed to the walls or ceilings only with masking tape or similar non-permanent methods;
9. No confetti or similar substances may be used in or around the premises; if used, a cleaning fee will be charged to the lessee;
10. Restitution for any malicious damage to St. Joseph's Parish Hall is the responsibility of the lessee;
11. Rented areas are subject to supervision during the period of rental;
12. Rented areas are to be vacated and left in the same condition as prior to rental;
13. All persons are to vacate the premises not later than 1:00 a.m.;
14. A certificate of liability insurance providing coverage of not less than two million dollars (\$2,000,000) per occurrence and naming both the above-name Parish and the above-named Roman Catholic Episcopal Corporation as "Additional Insured" must be presented prior to hall rental.

Payment terms: Partial payment is necessary at time of the signing of contact; the balance is payable before the date of use (cheques payable to St. Joseph's Parish.)

Alcohol is to be served at this event: No, or Yes and Conditions 5, 6 & 7 above are being observed.

If applicable:

DJ Music: _____

Caterer: _____

of tables needed: _____ chairs: _____

(signed on behalf of lessee)

(on behalf of St. Joseph's Parish)

Down Payment: _____; Remainder Due: _____

Date: _____

Special Instructions: _____

(Original to Lessee, copy to be kept by St. Joseph's Parish)

RATING SCHEDULE

Type of Event	Estimated # of Participants	Premium for Event Including Alcohol	
Parish-based Events Events that are hosted or sponsored at the direction of the pastor. Special event coverage is not required when alcohol is not being sold or distributed at a parish based event.	1-25	\$27.00	
	26-100	\$75.60	
	101-250	129.60	
	251-500	\$183.60	
	501-1000	REFER to Pearson Dunn Insurance	
Events Not Sponsored by Parish:	Estimated # of Participants	Premium for Event with No Alcohol	Premium for Event Including Alcohol
(1) Individual / Group Events <i>including Dances, Weddings, Stag & Doe, Showers, Anniversary Celebrations etc.</i> <i>(events not sponsored by the Parish)</i>	1-25	\$27.00	\$129.60
	26-100	\$75.60	\$210.60
	101-250*	\$129.60*	\$264.60*
	251-500*	\$183.60*	\$318.60*
	501-1000*	\$291.60*	REFER to Pearson Dunn Insurance*
(2) Daytime Individual / Group Events only for events listed below and which are <u>ending prior to 8:00 p.m.</u> <i>Showers, anniversary celebrations, first communion, confirmation, baptism, funeral reception</i> * For larger daytime groups use the Individual / Group event rates as per #(1) above	1-25	\$27.00	\$27.00
	26-100	\$75.60	\$75.60
Multiple Day-Same Event	***REFER to Pearson Dunn Insurance		
(3) Meetings <i>i.e. card Association (daily rate)</i>	1-25	\$16.20	REFER to Pearson Dunn Insurance
	26-100	\$27.00	
	101-250	\$75.60	
	251-500	\$129.60	
(4) Series of Meetings Series of Weekly Meetings (<i>annual rate</i>) Series of Monthly Meetings (<i>annual rate</i>)	1-25	\$102.60	REFER to Pearson Dunn Insurance
	26-100	\$129.60	
	101-250	\$156.60	
	251-500	\$210.60	
<p>All Premiums Include 8% Tax Premiums of \$50 or more include \$20 Broker Administration Fee Broker Administration Fee is Non-Refundable in the event of Cancellation ***For questions please contact the Pearson Dunn office 1-877-813-4649 Toll Free for the Parish Program Coordinator parishprogram@pearsondunn.com</p>			

Applications to be forwarded to: Pearson Dunn Insurance Inc., 435 McNeilly Road, Suite 103, Stoney Creek Ontario, L8E 5E3
 Tel: 1-877-813-4649 Fax: (905) 643-8321 Email: parishprogram@pearsondunn.com