

**St. John the Baptist Anglican Church Hall
67A Fowler St.
Richmond, Ontario K0A 2Z0**

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Rental Policies

Thank you for thinking about renting the Church Hall of St. John the Baptist Anglican Church. These rules will form part of your rental agreement.

1. You will have access to the Church Hall during the times specified in the rental agreement. If you need access to the hall outside of those times, you may be charged an extra fee. The rental fees are:
 - a. Hourly -- \$50.00
 - b. Daily -- \$250.00
 - c. Parishioners -- \$15.00 per hour, no liquor license
2. If you use the tables and chairs in the church hall, you are responsible for setting them up and putting them away.
3. You are responsible for leaving the Church Hall clean and tidy after you are finished. Your rental agreement is not complete until we have inspected the building. "Cleaning up" includes:
 - a. Cleaning up the hall and kitchen after you are finished. This includes removing any left-over food and beverages, cleaning up any spills, and generally tidying up after yourself. If you do not, we will deduct the cost of cleaning from your deposit.
 - b. Picking up cigarette butts left outside the door.
 - c. Taking away your garbage.
 - d. Putting away any chairs, tables, etc., etc., that belong to the church hall that you use during your event. If you break anything, we will deduct the cost of repair or replacement from your deposit.
 - e. You will provide a deposit of \$250. Any costs that we have for any clean-up over and above regular use, will be deducted from your deposit. You will be billed for any costs for repairs, replacement of broken items, and/or clean-up that total more than your deposit.
 - f. When you are leaving the building, you must ensure that all doors and windows are closed and secure and that all the lights are turned off.
4. To use the Church Hall, you must have insurance. This will protect both you and us. We recommend that you purchase your insurance from our insurance supplier.
 - a. No rental is confirmed until you have provided proof of insurance.
 - b. Forms and information for ordering insurance are available from the rentals coordinator.
 - c. If you have \$2,000,000 in liability insurance on your personal policy, you can provide a certificate of insurance (available from your broker) showing proof of this coverage. If you do not have sufficient personal coverage, you must purchase insurance for your event.
5. If you are going to be serving alcohol of any kind, you must have the appropriate license from the LCBO.

- a. All LCBO rules must be followed.
 - b. Your license must be posted in a conspicuous place and be visible to everyone.
 - c. You must provide a copy of your liquor license to us.
 - d. NO ONE UNDER 19 IS ALLOWED TO BE SERVED ALCOHOLIC BEVERAGES.
 - e. Your bartender(s) must have completed the "Smart Serve" course.
 - f. You must stop serving and alcoholic beverages at least 30 minutes before your license expires.
 - g. You must ensure that any alcoholic beverages are consumed only in the church hall.
6. We do not have a concierge service. You must make arrangements for someone to open the church hall for you if you are expecting deliveries for your event. If you bring your own equipment:
 - a. You are responsible for it and assume any liability resulting from your equipment being in the church hall.
 - b. We assume no liability or responsibility for equipment, e.g., tables chairs, sound equipment, etc., that you bring into the Church Hall.
 - c. No clothes, sporting equipment, shoes, etc., may be left in the Church Hall.
 - d. If your equipment supplier cannot pick up immediately after your event, you must store the equipment so that it doesn't get in the way of anyone else using the hall and you must ensure that it is picked up within 48 hours of your event. Anything you leave in the Church Hall is left there at your risk. You must be present when equipment is picked up.
7. You are responsible for the behaviour of anyone who attends your event and you are responsible for supervising anyone under the age of 19 attending your event. You are responsible for making sure only your guests enter the church hall. If we determine that you are not behaving responsibly, we reserve the right to terminate your event. You are responsible for any costs relating to the Police Service coming to your event.
8. : You may decorate the church hall, but keep in mind that:
 - a. You may not tape anything to the walls.
 - b. You may attach decorations only to the bulletin boards.
 - c. You may not use anything with an open flame, e.g., candles, lamps, etc.
9. You are responsible for your own catering. If you leave leftovers, including any beverages, at the church hall for more than 12 hours, we will dispose of them.
10. If would like to make use of the kitchen, you will be charged an additional fee of \$20.00 per hour. If you are only going to be making coffee, etc., this may be waived.
11. In general:
 - a. No smoking is allowed in the church hall.
 - b. The phone in the church hall is for emergencies only. If you use the phone, you are responsible for the cost of the calls, plus an administration fee of 50%.
 - c. If you wish to have someone from St. John's Church on site, this can be arranged for \$25.00 per hour. If you do this, you are still responsible for your own security.
 - d. We do not rent out our audio-visual equipment.