

**St. Joseph Parish
Rental Agreement**

151 Laurier Avenue East
Ottawa, ON K1N 6N8 (613)-233-4095
www.st-josephs.ca

Rental Contact:
David Trepanier

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How did you find us:
 Yellow Pages Brochure
 Internet Used before
 Site: _____
 Other: _____

Name of Organization	
Contact Name	
Street Address	
City	
Province	
Postal Code	
Home Telephone	
Bus./Cell Telephone	
Email	
Nature of Event	
Location of Facilities	
Date Facility Required	
Time	

NOTES:

ITEM	DATE	AMOUNT
Deposit Paid		\$ 500
Balance Paid Due By _____ (two weeks prior to event)		\$
Floor Plan Received (two weeks prior to event)		
Key Picked up		
Key Returned		
Post Rental Report		
Damage Deposit Return		\$

I hereby understand and agree to the terms and conditions pertaining to the use of facilities at St. Joseph's Parish cited on this side and on the reverse side of this form and agree to pay the amount set out in this agreement of which I acknowledge having received a duplicate copy.

Witness: _____

Applicant's Signature: _____

Date: _____

Rental Policy Summary

Please Initial

- A non-refundable down-payment of \$500.00 is required to confirm your reservation. **BALANCE of payment is DUE TWO WEEKS BEFORE your event.** Failure to do so jeopardizes your event.
- The rental applicant is not permitted to access the Parish Hall to decorate/prepare the space until 11:00am on the day of the event.
- No noise is permitted in the hall between 4:00pm-6:00pm AND (if applicable) during wedding or funeral ceremonies from 11:00am-4:00pm. Guests should arrive only after 6:00 pm. **Failure to follow this directive carries a fee of \$500.00.**
- All Events must end by 1:00am. One hour clean up time allotted, premises vacated by 2:00am. **Failure to vacate the premises by stated time carries a fee of \$500.00.**
- Removal of all decorations and garbage at the end of the evening (garbage bags are provided – filled bags go into large bin in parking lot). **Failure to remove decorations and garbage carries a fee of \$200.00.**
- Lock up procedures must be followed. **Loss of keys or failure to properly secure the hall carries a fee of \$200.00.**
- This is a non-smoking facility. **Smoking within our premises carries a fee of \$500.00.**
- The Church and parking lot are situated in a residential neighborhood. No congregating in the parking lot after 11:00pm. As your guests leave, they must leave quietly. **Complaints from neighbors or the City of Ottawa carries a fee of \$500.00.**
- The kitchen is for warming food only. No cooking is permitted. **There will be a \$500.00 fine for any cooking that takes place in the Parish Hall kitchen.**
- During the winter months (November-March), only in-door/clean shoes (no boots) are to be worn on the dance floor. **There will be a \$200.00 fine for any damages that occur as a result of improper footwear.**
- No heavy tape and/or nails can be used to fasten decorates on bare walls. **There will be a \$200.00 fine for any damages to the walls and/or paint.**
- Parking is not included in the rental fee.** The parish parking lot is managed and monitored by a third-party company. Guests must pay for parking to attend the event. St. Joseph's Parish is not responsible for fines that come as a result of failing to pay.

See BACK PAGE for detailed Rental Terms and Conditions

RENTAL FEE	\$	
OTHER FEES	\$	
DAMAGE DEPOSIT	\$ 500	
TOTAL	\$	
<input type="checkbox"/> Cash		
<input type="checkbox"/> Certified Cheque or Regular Cheque		
<input type="checkbox"/> Visa <input type="checkbox"/> MasterCard Card # _____ Expiration Date ____ / ____		

Terms and Conditions Covering Rental Agreement

Regulations

1. By Order of the Fire Department:
 - a. Inflammable decorations, including Christmas trees, unless treated, may be used for decorative purposes in buildings.
 - b. Decorations of any kind are not to be placed in the buildings until approved by the administration.
2. If alcoholic beverages are to be served, a license must be obtained by the Rental Agreement Applicant from the Liquor License Board of Ontario and the provisions of the Liquor License Act of Ontario must be strictly complied with. A Special Occasion Permit (SOP) retrieved from The Alcohol and Gaming Commission is also acceptable.
3. The dance floor is made of bamboo and must be maintained and used properly. The Rental Agreement Applicant is not permitted to bring improper footwear (winter boots, work boots, rubber boots, etc.) onto the dance floor or dragging furniture across the dance floor. If moving furniture, it must be lifted. The Rental Agreement Applicant is responsible for communicating these regulations to all guests/attendees. Any damages that occur as a result of negligent/improper treatment of the dance floor will be charged to the Rental Agreement Applicant.
4. The Rental Agreement Applicant is not permitted to access the Parish Hall until the day of the event.
5. There shall not be more than 200 persons occupying the Parish Hall at any given time.
6. Loitering or congregating is not permitted around the Church property, including the parking lot, after dark (11:00pm and onwards).
7. The occupying party is not permitted to use any of the installed audio/visual equipment (speakers, projector, etc.) as it is not St. Joseph's Parish property.
8. The party occupying the building is responsible for locking the building upon leaving.
9. The party occupying the building is responsible for leaving it in the same physical condition as received. Any breakage, damage or loss will be charged to the Rental Agreement Applicant through the damage deposit.

General Conditions

10. The Rental Agreement Applicant shall hold harmless St. Joseph's Parish from all costs, liabilities, claims, damages or expenses due to or arising out of the use made of the premises by the Rental Agreement Applicant or resulting from any act, neglect or omission of the Rental Agreement Applicant, or St. Joseph's Parish or its servants, employees, agents and invitees or due to or arising out of any breach by St. Joseph's Parish of any of the provisions of the rental agreement or in connection with loss of life, personal injury, or damage to property arising from or out of the occupancy or use by the permit holder of St. Joseph's Parish premises or any part thereof.
11. Should the permit holder require his/her property to be covered by insurance, he/she must give the matter his/her own special attention. It is strongly recommended that permit holders consider fully their liability insurance requirements for this engagement.
12. The premises shall be used only for the purposes cited on the reverse side of this form and that those activities be in accordance with all applicable laws of all municipal and governmental authorities having jurisdiction over St. Joseph's Parish premises. The Rental Agreement Applicant further agrees that no use shall be made of the premises which, in the opinion of the Administration of St. Joseph's Parish, is illegal or is not in keeping with the moral principles of the Parish. If it is found that the Rental Agreement Applicant is using the property for any activities other than the purposes cited on the reverse side of this form, or is found to be not in keeping with the moral principles of the Parish, St. Joseph's Parish Administration can cancel the rental at any time up until the day of the event. In cases such as this, the Damage Deposit will not be refunded to the Rental Agreement Applicant.
13. All rental fee are payable in full, at least 2 (two) weeks prior to the date of the event cited in this rental agreement.
14. The Damage deposit will only be returned to permit holders on the condition that the facilities occupied have been left in the same physical conditions as received and if all other facility use conditions on the reverse side have been met.