

CHURCH HALL RENTAL INFORMATION FORM

Please fill out the form completely and submit it to St. Matthews at the above address, or send a scanned copy to: office@stmatthewsoshawa.ca

FULL NAME: _____

ARE YOU A PARISHIONER OF ST. MATTHEWS? YES _____ NO _____

ADDRESS: _____

TELEPHONE # _____ **EMAIL ADDRESS:** _____

DATE(S) THAT YOU WOULD LIKE TO USE THE HALL: _____

TIME FROM: _____ **AM/PM TO:** _____, **NUMBER OF ATTENDEES:** _____

WHAT IS THE PURPOSE OF THE RENTAL? (IE BIRTHDAY PARTY/MEETING): _____

DO YOU REQUIRE THE USE OF THE KITCHEN? YES _____ NO _____

WILL YOU NEED TABLES AND CHAIRS SET UP? YES _____ NO _____

WILL YOU BE SERVING LIQUOR?* YES _____ NO _____

Note that if the answer to the above is "yes" then you will be responsible for obtaining the appropriate Special Occasion Permit from the LCBO.

The Hourly Rate for Non-Parishioners is \$20.00, plus a Sexton's fee of \$60 per event. This rate is negotiable if the Renter is committing to multiple days of usage. Please speak to the Office administrator if this is the case. A refundable damage deposit of \$100.00 will be required, to be returned following a site and grounds inspection after the event.

Renters are responsible for arranging appropriate insurance for the duration of the rental. St. Matthews will require the production of a Certificate of Insurance evidencing liability coverage and naming the Church and the Incorporated Synod of the Diocese of Toronto as an additional insured. If the function involves alcohol, coverage must include host liquor liability.

Insurance can be obtained through: WWW.MARSH.CA/CUG-ANGLICANTORONTO

Quote our Insurance Certificate Number: ATC 0167. Alternatively, Renters may arrange a rider through their own insurance company.