

CHURCH HALL RENTAL INFORMATION FORM

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

FULL NAME: _____

ARE YOU A PARISHIONER OF ST. MATTHEW'S? 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 PART/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 \$25.00, plus a Sexton's fee of \$60.00 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. This will be returned following a site, grounds inspection along with the provided check list given to you, when given the key. This list must be filled out completely at the end of the event.

Renters are responsible for arranging appropriate insurance for the duration of the rental. St. Matthew's 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: AON at: <http://programs.aon.ca/content/event-church/home-en.html>

Special Notes: There is to be **NO TABLE** confetti of any kind, et: paper, plastic or glitter.