

ST. FRANCIS DE SALES - BLESSED SACRAMENT PARISH

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SUMMARY OF INFORMATION

**RENTAL OF SECOND FLOOR AREA OF HANLEY HALL
30 McGill St. North (at William), Smiths Falls, Ontario**

Please Note: This *Summary of Information* relates to the Hanley Hall forms entitled *Summary of Application for Rental* and *Rental Agreement*. Please see those forms for specific details.

RENTAL OPTION "A"

[This fee schedule applies when Lessor (church) provides bar and retains profits; or when there is no bar.]

Rental Fees

Basic fee: \$250.00 plus GST

Use of kitchen facilities (see "Kitchen Privileges" below): \$50.00 plus GST

Special Occasion Permit (Liquor Licence): \$75.00 (lessee to purchase own licence at liquor store)

RENTAL OPTION "B"

[This fee schedule applies when Lessee (renter) provides bar and retains profits.]

Rental Fees

Basic fee: \$500.00 plus GST

Use of kitchen facilities (see "Kitchen Privileges" below): \$50.00 plus GST

Special Occasion Permit (Liquor Licence): \$75.00 (lessee to purchase own licence at liquor store)

See Schedule I *Additional Information for Rental Option "B"* (attached) for details regarding stocking and organization of bar.

GENERAL INFORMATION

SPECIAL EVENT INSURANCE CERTIFICATE

i) Lessee (renter) must provide the lessor (church) with an insurance certificate (2 million liability) which names the lessor (church) on the certificate. This policy covers your legal liability for bodily injury or damage to property. If the lessee (renter) does not have insurance coverage, the lessee (renter) can purchase event insurance through the lessor (church).

SPECIAL OCCASION PERMIT (LIQUOR LICENCE)

*****PLEASE NOTE:** The lessee (renter) must get the license for the Special Occasion Permit regardless of which rental option the lessee (renter) chooses.

i) A Special Occasion Permit is required any time liquor is sold or served in Hall.

ii) Permit applications must be submitted at least 30 days before event takes place, except for receptions. Permit applications for receptions must be submitted a minimum of ten days before event.

iii) If Rental Option "A" is chosen, lessor (church) makes necessary arrangements with regard to bar (ie. purchase of alcohol) and retains profits.

iv) If Rental Option "B" is chosen, the lessee (renter) makes all necessary arrangements with regard to bar and pays all expenses related to permit and bar. (*Please see Schedule I: Sections 2 and 3 for details.*)

v) If homemade wine is used (LCBO regulations restrict its use to receptions only), it will be kept in the bar area.

vi) If Rental Option "A" has been chosen, there is a corking charge of \$1 per bottle, payable to the bar stewards, and a limit of two bottles per table.

KITCHEN PRIVILEGES

- i) Basic rental fee includes use of refrigerator and coffee makers.
- ii) Additional charge of \$50.00 applies when stove, warming oven, dishes, cutlery, cooking utensils and/or dishwasher are used.
- iii) Lessee (renter) is responsible for cleaning of kitchen, which is to be left in same condition as when event began.

DISHWASHER

Automatic dishwasher is to be utilized when Hall dishes, etc., are used. Church will provide staff to run dishwasher, at no cost to lessee. Church staff will put dishes, cutlery and glasses through dishwasher, but lessee (renter) is responsible for having items brought to counter next to dishwasher and for storing them in kitchen cupboards.

ARRANGEMENTS FOR USE OF DISHWASHER

If dishwasher is to be used, lessee or lessee's caterer is responsible for contacting church office (283-0220) a minimum of 3 weeks prior to rental date, to allow sufficient time for lessor (church) to arrange for staff to run dishwasher.

SETTING UP OF TABLES AND CHAIRS

Lessee (renter) is responsible for setting up tables and chairs. Lessee is to contact church office a minimum of 4 days prior to rental date to arrange for Hall custodian to supervise setting up of tables and chairs. Lessor (church) is responsible for storage of tables and chairs after event.

DECORATIONS

Lessee (renter) is to check with church office as to when Hall can be decorated prior to event. This would ordinarily be on the day prior to rental date, depending on availability of Hall. Care is to be taken that decorations are attached only with string and masking tape, and that no damage results to Hall.

USE OF CONFETTI

Confetti or similar materials is not to be used in or around Hall. If such is used, a portion of security deposit will be retained to cover expenses involved in clean-up.

SOUND SYSTEM

Microphone and sound system may be used by lessee (renter), if such has been arranged with lessor (through church office) and custodian prior to rental date.

KEYS

Keys are to be picked up from lessor (through church office) before 3pm on last working day prior to rental date. Keys are to be returned to church office on first working day after rental event. However, if bar stewards are involved in rental event, keys can be left with them. Security deposit will be returned to lessee at church office on first working day after event, provided there has been no damage to Hall.

OPENING AND CLOSING OF HALL

Lessee (renter) is responsible for opening and closing Hall, unless lessee has arranged otherwise with bar stewards. Exterior doors are to be locked, lights and fans turned off, and bathrooms checked to ensure that water

taps and/or toilets are not running. If air conditioners have been utilized, they are to be turned off prior to lessee leaving Hall.

CLEAN-UP

Lessee (renter) is responsible for removal of decorations and for basic clean-up of tables and Hall.

CAPACITY OF HALL

Capacity of Hall is 240 persons.

SCHEDULE 1

RENTAL OF HANLEY HALL

ADDITIONAL INFORMATION FOR RENTAL OPTION "B"

The following regulations are in addition to those in the attached
"SUMMARY OF INFORMATION"

Lessee (renter) supplies bar and retains profits.

1. With regard to the responsibility of the lessee under Rental Option "B", the Hanley Hall Rental Agreement states in Section 9 that:

The lessee renting the Hall shall:

- a) supply and pay for the LCBO Special Occasion Permit, all bar beverages and shall pay for the bar stewards;
- b) provide a ticket seller for the bar.

2. The following arrangements shall be in effect with regard to the stocking of the bar:

- a) Lessee (renter) shall arrange the purchase and delivery of all alcoholic beverages and shall remove any remaining alcoholic beverages from the Hall after the event.
- b) Lessee (renter) shall arrange for the purchase and delivery of all non-alcoholic beverages for the bar.
- c) Lessor (church) shall supply plastic cups and glasses for alcoholic and non-alcoholic beverages and shall supply ice for drinks.

3. The following arrangements shall be in effect with regard to the disposition of the proceeds from the bar:

- a) The bar stewards [supplied by the lessor (church) and paid for by the lessee (renter)] shall calculate the amount of the proceeds from the sale of liquor, beer and wine by retaining the bar tickets submitted by purchasers of drinks.
- b) The bar stewards shall prepare an account of the monetary proceeds at the end of the rental event and shall deduct the expenses involved in the operation of the bar (i.e. payment of bar stewards @ \$8.50 per hour, calculated from one-half hour before the bar begins operation to one-half hour after the bar closes).
- c) If the lessee (renter) has requested the lessor (church) to supply a ticket seller for the bar, he or she shall be paid at the rate of \$8.50 per hour. (Please note: LCBO regulations stipulate that the ticket seller must be at least 18 years of age.)
- d) The lessee (renter) shall review the account and shall sign a receipt for the monies received from the bar stewards.