

OUR LADY OF SORROWS



2676 Pender Street • Vancouver, B.C. • V5K 2B7 • (604) 254-0691 • Fax 604-254-0228

PARISH FACILITIES RENTAL AGREEMENT

Phone: 604-254-0691

Fax: 604-254-0228

Date:

Date of Event:

Type of Event:

----- 1

Facility Rented:

- Upstairs Hall
- Downstairs Hall
- Other

Maximum 380 people for Upstairs Hall

Maximum 100 people for Downstairs Hall

Estimated # of Attendees:

Person Responsible:

Contact Information:

Address:

Telephone:

Cellular:

Caterer Hired:

Caterer's Telephone

Band/DJ Hired:

Initials: _____

Move-in Time/Date:		Number of Tables: Round:	
		Long:	
Event Time:		Coatroom:	
Move-out Time Date:		P.A. System and Microphone:	
Amenities Required:			
<input type="checkbox"/> \$200.00 for Kitchen Use		Caterer Requirements: Notations:	

Sanitation/Booking Fee Deposit (non-refundable)	
<input type="checkbox"/> \$200.00 is non-refundable.	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque
<input type="checkbox"/> \$100.00 Take down of Chairs and Tables	

Rental Rates for Upper Hall: (circle) A - \$1,500.00 +Insurance+ Contract A B - \$325.00 Parish Groups+ Sign Addendum C -By Donation Pastoral Council Groups D -Lower Hall - \$200.00 Parish Groups Only \$ _____ Total Due	Contract Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No Renters Responsibility Addendum signed: <input type="checkbox"/> Yes <input type="checkbox"/> No Paid in Full <input type="checkbox"/> Yes <input type="checkbox"/> No
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I HAVE RECEIVED AND READ A COPY OF THE TERMS AND CONDITIONS ATTACHED TO AND FORMING PART OF THIS RENTAL AGREEMENT AND AGREE TO BE BOUND BY THE TERMS THEREOF:

Signature of Responsible Person Responsible: _____

Parish Signature: _____

Emergency Event Contact: 604-836-1970

Initials: _____

ADDENDUM

HALL- RENTAL AGREEMENT

I have read, and understand that with my signature below. I agree to the following terms and conditions regarding rental of the Our Lady of Sorrows Hall and/or kitchen facilities.

1. The renting party agrees that no one under the age of 19 will be served alcohol.
2. All alcohol served from the bar area must be in plastic cups only.
3. The renting party agrees to close the bar at 12:30am and vacate the premises by 1:00am; and take with them *decorations and possessions*.
4. The renting party agrees that any *wedding, anniversary or special occasion's party* must give the duties of the bar to persons holding a "Serving It Right" certificate.
5. The renting party agrees to return all keys of the hall when vacating.

RENTING PARTY RESPONSIBILITIES

1. The OLOS Hall is smoke free for all and any events, *without exception*.
2. All heavy and obvious refuse on the floor, tabletops must be cleaned up and removed from the hall immediately following the event, unless otherwise specified.
3. All personal decorations and equipment must be removed at conclusion of the event. *No staples, nails or damaging tape are to be used to put up decorations; and especially no confetti or helium balloons.*
4. OLOS reserves the right to terminate the event booking if there is a discrepancy between the actual event and the description of the event provided by the Applicant in this agreement such that the actual event materially contravenes those.
5. All lights must be turned off, garbage removed, floors swept and tables and chairs returned to place. Checklists complete; unless previously arranged.

RULES & REGULATIONS FOR RENTAL

1. Identification must be requested for any reasons suspected of being under the legal age of 19 years. Identification **MUST** be presented.
2. Security Personnel are required for any major dance or event and their responsibilities include the following:
 - a. Checking washrooms and other parts of the building throughout the rental period to ensure that there are no damages or illegal actions.
 - b. Enforcing the no drinks on the dance floor, and no drinks rule outside the building.
 - c. Enforcing the **NO SMOKING** policy.
3. The sidewalks, driveways, parking areas, entry passages, fire escapes and stairways of the building shall not be obstructed.
4. The renter will not permit anything to increase the risk of fire and violate any laws relating to fires or any board of health.
5. The renter exclusively shall have a duty to assist and co-operate with the Parish in preventing injury.
6. **PARKING** - when possible Renter and its agents and invitees shall park in Our Lady of Sorrows' parking lot. Parking is at the risk of the Renter and its agents and invitees.

Renter shall advise invitees and agents that Our Lady of Sorrows Parish is not responsible for vehicles or personal articles in vehicles that may be lost, stolen or damaged while parked at Our Lady of Sorrows' parking lot.

KITCHEN – RENTAL AGREEMENT FOR ALL CATERERS

1. All users of Kitchen Equipment have read and are familiar with the Kitchen Equipment operations and cleaning check lists as well as the gas shut off valves and Exhaust Fan – operations
2. The uses of the Kitchen and contents, including all utensils, dishes, stoves, fridge, coffee percolators and dishwasher; etc. will incur a further cost of \$200.00 (Two Hundred Dollars)
3. The kitchen is to be cleaned and restored to the state in which it was found. All dishes and utensils are to be cleaned and put away. Counters, floors and appliances are to be cleaned and dried and all garbage removed to receptacle out back.
4. Under no circumstances can any property of **OLOS Parish** leave the property.

COMPLIANCE

1. Any failure to comply with these responsibilities may cause catering privileges to be refused in the future.
2. Any questions are to be made to an **Our Lady of Sorrows Parish Representative** or by leaving a message at **(604) 254-0691**
3. The renter expressly acknowledges that this agreement is non-transferrable and that the renter has no right to assign this agreement to any other party.

RELEASE AND INDEMNITY

For good and valuable consideration, including without limitation the premises herein contained and the renting of the Facilities to the Renter, the Renter hereby forever irrevocably releases, discharges and agrees to save harmless Our Lady of Sorrows' Parish, for greater certainty inclusive of Our Lady of Sorrows Church and School, the Roman Catholic Archbishop of Vancouver, the Roman Catholic Archdiocese of Vancouver, and the Catholic Church and each of their respective directors, officers, employees, servants and agents (collectively "Our Lady of Sorrows Releases") from any costs, charges, expenses, claims, damages and proceedings whatsoever, including without limitation, in respect of any theft, breakage, and destruction of property of the Renter or the Renter's invitees and agents, whether due to the negligence of Our Lady of Sorrows Releasees or otherwise (collectively, "Claims").

Having read and understood and agree to the above mentioned restrictions and regulations I, the undersigned, on behalf of the lessee hereby make applications for the rental of Our Lady of Sorrows Hall.

For the Renter _____

Telephone Number _____

For OLOS Parish _____

Telephone Number _____

Date Signed _____

USER GROUP RATING SCHEDULE
\$2,000,000 Commercial General Liability

Sport Activities

Low Risk Activities: Badminton, Bowling, Curling, Horseshoes, Tennis
 Medium Risk Activities: Baseball, Basketball, Field Hockey, Floor Hockey, Handball, Racquetball, Soccer, Softball, Squash, Non-Contact Touch/ Flag Football, Track & Field, Volleyball
 High Risk Activities: Refer to All Sport for all other sports
Excluded Activities: Minor Hockey, Contact Hockey, Rugby, Boxing, Kickboxing, Tackle Football, Contact Martial Arts, Gymnastics, Lacrosse, Horse Related Activities, Cycling, Fireworks, Skateboarding, Alpine Skiing, Climbing Walls, & Snowboarding.

Type of Event	# of Participants	Premium		
		Low	Medium	High
One Day Sporting Events 2-3 Day Events are Twice Daily Rate	1 - 25	\$10	\$25	Refer
	26 - 100	\$25	\$50	Refer
	101 - 250	\$50	\$75	Refer
	Over250	Refer	Refer	Refer
All Season Sporting Activities	1 - 25	\$30	\$75	Refer
	26 - 100	\$75	\$150	Refer
	101 - 250	\$150	\$225	Refer
	Over250	Refer	Refer	Refer

Recreational Non-Contact Ball / Roller Hockey	Season September - April	Season May - August
Pickup - Max. 30 Players League	\$100 Refer	\$100 Refer

Meetings & Events

Type of Event	# Participants	Premium	
Meeting - No Alcohol (including arts & craft, bridge, etc.)	1 - 25	\$10	
	26 - 100	\$15	
	101 - 250	\$25	
	Over 250	Refer	
	Seasonal - Weekly	5 times rate	
	Seasonal - Monthly	3 times rate	
	# of Participants	No Alcohol	With Alcohol
Weddings, Block Parties, Small Kids Functions, i.e. Birthday Parties, Baptism	1 - 25	\$10	\$50
	26 - 100	\$25	\$100
	101 - 250	\$50	\$150
	Over250	Refer	Refer
Events, Including Festivals & Parades, excluding Beer Gardens (see below)	1 - 25	\$25	\$75
	26 - 100	\$50	\$125
	101 - 250	\$75	\$200
	Over 250	Refer	Refer
Beer Garden	1 - 100	\$100/day	
	101 - 250	\$150/day	
	251 - 500	\$200/day	
	Over 500	Refer	
2-3 Day Meetings/Events		Twice Daily Rate	
4-5 Day Meetings/Events		Triple Daily Rate	