

**ST. THEODORE OF CANTERBURY ANGLICAN CHURCH  
111 CACTUS AVENUE  
NORTH YORK, ONTARIO  
M2R 2V1**

**CHURCH HALL RENTAL AGREEMENT  
GENERAL RULES & REGULATIONS**

**The renter hereby agrees to adhere to the following rules and conditions set out in this Rental Agreement.**

The Hall shall not be used for any direct or indirect engagement in gambling activities or any other activity that may be considered unsuitable, illegal or immoral. The Renter must disclose in writing the nature of the function to be held as part of this agreement. The fire code regulation of the Hall is a maximum capacity of 150 people. The Church reserves the right at its sole discretion to refuse rental of the Hall.

**Access and Availability**

Access is not permitted to the main body of the church, nursery or offices of the church. Access to the Hall is through front and rear doors. The Renter will be given keys to the main entrance of the Church as well as the boiler room. The availability of the Hall will depend on the rental date and must be coordinated with other uses of the Church to avoid possible conflicts. The church is usually available on Saturday after 2:00 p.m. for decorating and setup purposes; however, there may be Parish emergencies or other circumstances in which case the Church reserves the right to use the Hall until 4:30 p.m. Best efforts will be taken by the Church to notify the Renter in such event.

**Alcohol**

Alcoholic beverages are not to be served and are prohibited on the premises unless a *Special Occasion Permit* is obtained from the Liquor Control Board of Ontario (LCBO). The Permit must be posted where it is visible throughout the event in case there is an LCBO inspection. No consumption of alcohol is permitted outside the Hall itself. The Church assumes no liability whatsoever in the event of the excess consumption of alcohol and the failure to follow responsible server/host guidelines as set forth by the LCBO and civil law in Ontario.

**Decorations**

If any decorations are used, they must be of **non-flammable** materials. Decorations placed on walls should not deface the paint. At the conclusion of the event, all decorations must be removed from the Hall and the Hall returned to its original condition including cleaning of floors and the return of items that have been removed from the Hall by the Renter to accommodate the function.

**Kitchen Facilities**

If the kitchen is used, all dishes, utensils, etc., must be washed, dried and placed back in the drawers/cabinets. Renter must ensure that all appliances are turned off and the floors are cleaned. All garbage must be bagged and placed in the boiler room.

**Tables & Chairs**

Following the function, *all tables and chairs removed from the storage area must be stacked properly and returned to the storage area*. Any items removed from the Hall itself must be returned to the Hall in their original location. The Renter is expected to make a note of the placement of items removed from the Hall to ensure their proper return to the Hall.

### **Cleaning**

The Hall must be returned to its original condition following the function. All floors, washrooms, and other surfaces and areas must be left clean and tidy. It is the responsibility of the Renter to ensure this is done at the end of the function. If the Renter is not prepared to ensure this, an additional cleaning fee may be paid in advance to the Church to cover cleaning costs. If no fee is paid and the Hall is not cleaned properly (i.e. returned to its original condition), then the full deposit is forfeited.

### **Closing Time**

**PLEASE NOTE:** The Church is situated in a residential area and all party activities must cease *no later than 1:00 a.m.* Participants must depart the premises *as quietly as possible*.

### **Lights**

At the end of the event, *all* lights must be turned off, the premises secured, and the keys returned to the Church as soon as possible.

### **Rental Fee**

The applicable rental fee (see Rental Information Sheet) is to be paid in full no later than two weeks prior to the date of the function. Failure to remit the fee will result in a cancellation of the rental and this Rental Agreement. At the time of booking, a deposit of 25 per cent is required in order to reserve the Hall.

### **Security Deposit**

A \$200.00 deposit is to be made payable to St. Theodore of Canterbury Anglican Church to cover any damages and/or clean up costs or any other reasonable expenses which may arise out of the use of the Hall. After the premises have been checked by the Wardens or Maintenance Supervisor, and they are satisfied that there are no damages and the Hall has been returned to its original condition pursuant to the contract, the \$200.00 deposit will be returned. If any deficiency is found acting reasonably, the full deposit is forfeited.

**THE ABOVE INSTRUCTIONS & RULES HAVE BEEN READ AND UNDERSTOOD.**

**Name of Organization/Person Renting** \_\_\_\_\_

**Address of Renter** \_\_\_\_\_

\_\_\_\_\_

Telephone Number of Renter \_\_\_\_\_

Date of Function \_\_\_\_\_

Type of Function \_\_\_\_\_

Time: From \_\_\_\_\_ to \_\_\_\_\_ Approx. No. of People \_\_\_\_\_

Booking Deposit of \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Received From: \_\_\_\_\_ Received By: \_\_\_\_\_

Rental Fee of \$ \_\_\_\_\_ Date Received \_\_\_\_\_

Received From: \_\_\_\_\_ Received By: \_\_\_\_\_

Security Deposit of \$200.00 Date Received \_\_\_\_\_

Received From: \_\_\_\_\_ Received By: \_\_\_\_\_

\_\_\_\_\_  
Warden(s)/Property Manager

\_\_\_\_\_  
Warden(s)/Property Manager

**ST. THEODORE OF CANTERBURY**

**RENTAL INFORMATION SHEET**

Fee for functions with **NO** alcohol served \$400.00  
Number of people in attendance: Maximum 150 \*\*

Fee for functions **WITH** alcohol served \$500.00  
Number of people in attendance: Maximum 150 \*\*

The above quoted costs include a *one time user insurance fee* of \$81.00 for **NO** alcohol and \$162.00 **WITH** alcohol.

\*\* The fire code regulation of the Hall is a maximum capacity of 150 people.

**Payment**

The booking fee of 25 per cent of the rental fee is to be paid at time of booking to reserve the Hall.

The remainder of the relevant rental fee (\$400.00 or \$500.00) and the security deposit (\$200.00) are to be paid no later than two weeks prior to the date of the event.