

ST. MONICA'S PARISH CENTRE

12011 Woodhead Road, Richmond, BC V6V 1G2 Tel: (604) 278-0844 Fax: (604) 279-0334

HALL RENTAL AGREEMENT

Information & Reservation: Rosalinda (Baby) SANTOS

Hall Manager: Cezar Dalde

Tel: (604) 278-0844 / (604) 244-8551(home) / (604) 649-9781

Tel: (604) 272-8034 H / (604) 808-6509 Cell

RENTER – Individual / Group: *(Please Print Name)* _____

PERSON RESPONSIBLE: *(Please Print Name)* _____

Address: _____

Home Phone: _____ Work / Business Phone: _____ Cell Phone: _____

Date of Event: _____ Time of Event: From _____ To _____ Total Hours : _____

Room Requested: _____ Type of Activity / Event: _____

**ST. MONICA'S PARISH HALL IS PART OF THE CATHOLIC CHURCH,
THEREFORE FUNCTIONS TO BE HELD MUST BE IN KEEPING WITH THE CATHOLIC FAITH.**

HALL HOURS: Sunday to Thursday – until 10:00 PM; Friday and Saturday – until 1:00 AM (cease midnight, close 1:00 AM)

CONFIRMATION: Bookings will only be confirmed upon receipt of non-refundable deposit.

SCHEDULE OF RATES:

TYPE	RATE	DESCRIPTION
EAST ROOM Rooms 1 & 2 (parking-lot side)		Food preparation rooms.
SOUTH ROOM Rooms 3, 4 & 5 (Woodhead Road side)	\$100.00 for first 3-hours or portion; \$30.00 for each additional hour or portion.	Theatre Style Set-up – 90 People. Dining – 70 People. Includes tables and chairs. Excludes the use of the hall, other rooms, kitchen, and bar.
UPPER MEETING ROOM		Reserve for meetings.
PARTIAL HALL	\$400.00 (plus \$300.00 Damage Deposit)	Theatre Style Set-up – 250 People. Dining (seating) – 200 People. Includes tables, chairs, stage, bar sink and counters, ice machine. Excludes the use of SOUTH & MOTHER'S ROOMS, and Kitchen. (Set-up time: 9:00AM to noon. Event time: 6:00PM to 1:00AM)
HALL	\$500.00 (plus \$300.00 Damage Deposit)	Theatre Style Set-up – 400 People. Dining (seating) – 300 People. Includes tables, chairs, stage, bar sink and counters, ice machine. Excludes the use of SOUTH ROOM, MOTHER'S ROOM, and Kitchen. (Set-up time: 9:00AM to noon. Event time: 6:00PM to 1:00AM)

SCHEDULE OF OTHER CHARGES:

TYPE	RATE	DESCRIPTION
Parish Centre Hall Manager's Fee	\$40.00	South Room Rental (First 3-hours)
	\$80.00	Partial Hall Rental
	\$100.00	Hall Rental

PAYMENT / RENTAL FEE SCHEDULE: Payments must be submitted to the Reservation Person on Final Confirmation Date.

- Rental Deposit.....50% of Rental Charges on Current Date
- Balance of Rental Charges.....Post-dated cheque one week before the date of Function
- Damage Deposit.....Post-dated cheque to the date of Function
- Parish Centre Manager's Fee.....Post-dated cheque to the date of Function, payable to **CASH**

RENTERS ARE RESPONSIBLE FOR SET-UP & TAKE-DOWN. RENTERS ARE RESPONSIBLE FOR CLEANING THE HALL & WASHROOMS AFTER THE FUNCTION. DAMAGE DEPOSIT WILL ONLY BE RETURNED AFTER THE SATISFACTORY CLEANING IS COMPLETED.

The Renter / User hereby states that he / she understands the content of this agreement, and agrees to abide fully and be responsible for the enforcing of its provisions himself / herself, or through the "person responsible" chosen by him / her. The Renter / User further states that he / she has read the Terms and Regulations for the Use of the St. Monica's Parish Centre and agrees to abide by them.

SIGNATURES:

RENTER: _____

WITNESS: _____

DATE: _____

Deposit Paid: _____

Date: _____

Damage Deposit: _____

Date: _____

Full Payment: _____

Date: _____