

ST. FRANCIS BY THE LAKES APPLICATION FOR HALL RENTAL

Please give completed form to the wardens, in person or by e-mail:
stfrancismistryresources@gmail.com

NAME OF PARISHIONER/GROUP/ORGANIZATION:

ADDRESS:

CONTACT NAME: _____

TELEPHONE #: _____

CONTACT NAME: _____

TELEPHONE #: _____

TYPE OF EVENT: _____

NUMBER OF PEOPLE: _____

DATE REQUIRED: _____

HOURS REQUIRED: FROM _____ TO _____

METHOD OF PAYMENT: CASH _____ CHEQUE _____

TERMS

***** The Parish of St. Francis accepts no responsibility for injury to persons or property on our property or in our facility while participating in activities provided by the tenant. At no time will the premises be occupied by more people than permitted by the Fire Marshall, as posted on the premises.**

1. A **St. Francis by the Lakes Hall Rental** chart is included in this application, with a breakdown of rates.
2. Rental is due in full prior to the event, unless otherwise arranged with the person signing the contract on behalf of the Church.
3. Use of alcoholic beverages is only permitted by permission of Parish Council. The appropriate liquor license must be acquired and posted on the premises.
4. It is the responsibility of the tenant to verify that the hall is left clean and orderly before leaving, including all lights turned off and windows secured. Failure to do so would either increase the cost to the tenant, or the tenant would not be allowed further access to the facility, or both.
5. The tenant is responsible for any and all damages caused by the actions of those attending their event or activity.
6. The tenant will provide the proof of liability insurance before the rental agreement is signed.
7. It is noted that Church related activities take a priority over all other activities and, therefore, some rentals may have to be changed from time to time. The Church will make every effort to minimize these changes and to advise the tenant of such changes in a timely manner.
8. **Please ensure that the alarm is turned on and the doors are locked when leaving the premises.**

I HEREBY AGREE TO THE ABOVE TERMS AND CONDITIONS OF THIS AGREEMENT.

SIGNATURE OF APPLICANT: _____

DATE: _____

Accepted by: _____ Position: _____

Date: _____

CHEQUES TO BE MADE PAYABLE TO: ST. FRANCIS BY THE LAKES