

Paroisse des Saints–Martyrs–Canadiens

Parish Hall Policies

**La paroisse des Sts–Martyrs–Canadiens
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1 Glossary of Terms

Document	Refers to the “Parish Hall Policies and Rental Agreement”
Facilitator	The person(s) responsible for the administration of the Parish Hall Policies and Rental Agreement
Lessee	The person(s) responsible and liable to the terms set out in this document
Lessor	La paroisse des Sts-Martyrs-Canadiens
Parish Hall	Refers to « La salle de La paroisse des Saints-Martyrs-Canadiens »
Parishioner	A registered member of “La paroisse des Saints-Martyrs-Canadiens” for at least 12 months prior to booking rental date
Public	Any person who is not a registered member of “La paroisse des Saints-Martyrs-Canadiens”
Corkage fees	Amount required per person by the Lessor when there is cash bar or host bar.

2 Hall Rental

Deposits

For all functions, lessees are required to pay both the booking deposit and the damage deposit, as follows:

- A **damage deposit** of \$250.00 is required for all functions.
The deposit will be held in trust and will be returned to the Lessee (less the cost of any damages, etc.) within two weeks after the function is held. In lieu of damage deposit a Parishioner may provide a credit card number that the Lessor can charge for any damage to the hall.
- A **booking deposit** of \$100.00 is required to reserve all rentals.
- The booking and damage deposit have to be paid in full when booking the hall. The balance is due at the latest 15 days prior to the event.

Cancellation policy

- **ALL bookings for Saturdays are non-refundable.**
- Except as noted above, deposits will be returned upon receipt of a **written notification** of cancellation made prior to **30 days of the scheduled event**
- **A booking deposit is forfeited if the Lessee cancels the reservation, less than 30 days prior to the scheduled event.**

Rental Confirmation

- Rental will be confirmed upon receipt of the booking deposit.

Property

- The Lessee is responsible for any damages, including damages to tablecloths (\$10/ vinyl tablecloth; \$40/ linen tablecloth), incurred and agrees to pay for repairs or replacement.
- The cost of such damage will be deducted from the damage deposit and the balance refunded by mail. If the damage exceeds the amount of the damage deposit, the Lessee, upon notification, agrees to immediately pay the amount due to the Parish "La paroisse des Saints-Martyrs-Canadiens".
- The Lessor does not assume any responsibility for damages or loss of any articles left on our premises prior to, during, or following a function.

Room Set-up/Clean-up

- Rental fees shall include room set-up and clean-up.
- Set up and tear down of all decorations and table clearing is the responsibility of the Lessee.
- **Confetti, rice, rose-petals, and any activity judged non-acceptable by the Facilitator** will not be permitted at any time on the premises of "La paroisse des Saints-Martyrs-Canadiens"; otherwise, a service charge will be added to the final bill.

Terms of Payment

- Payment of the estimated total fees and the damage deposit is required **fifteen (15) days** prior to the function date.

3 Hall Rental Fees

See Table 1 for Hall rental fees

4 Hall Features

- Non Smoking facility. (Smoking is only permitted outside of west entrance)
- Hall capacity - 300 seated comfortably or 240 with dance floor
- Street level handicap accessible entrance
- Large cloakroom and washrooms (Handicap accessible)
- Air conditioned
- Large kitchen and bar facility
- Conventional stoves and refrigerator
- 30 round tables & 300 chairs
- Wall plug-in microphone and speaker's podium
- White plastic tablecloths, included in cost of hall rental. If damaged, a cost of \$10/tablecloth will be deducted from the damage deposit. If the lessee requires fabric, tablecloth, he has to bring his own.

5 Equipment Rentals

Your function may require various equipment or accessories that are available at the Saints-Martyrs-Canadiens Parish Hall. See Table 1 for equipment rental fees.

6 Use of Parish Hall

- Loud music and excessive **noise are not permitted from 3:30 to 5:30 pm during Saturday evening mass or from 9:30 to 11:30 am during the Sunday mass** celebration, and at any other time specified by Hall Facilitator.
- All guests are restricted to the Parish Hall, unless specified otherwise in the Rental Agreement.
- The Parish Hall must be vacated and all items removed by **1:30 a.m.** for evening functions, and for all other functions, within 30 minutes of scheduled completion time as per contract. Otherwise, extra charges may apply.

7 Catering

- Lessee must make own arrangements for catering and must advise Facilitator of individual(s) or company providing catering services.

8 Cleaning

- The Lessee shall clean the kitchen and return all items used to their original location.
- The Lessee must remove all decorations. (see Decorations- **section 9**)
- The Lessee must clear all tables.
Failure to execute above tasks will result in the loss of all or part of the damage deposit.

9 Decorations

- The Hall Facilitator must approve all decorations.
- Self-supporting decorations are permitted.
- The Lessee must remove all decorations within 30 minutes following end of activities. **Failure to remove decorations may result in loss of all or part of the damage deposit.**
- Nails, tacks, tape, glue, pins etc. will not be permitted on the walls and ceiling. Failure to comply will constitute an extra service charge that will be added to the final bill.
- **Confetti, rice, rose-petals, and any activity judged non-acceptable by the facilitator** will not be permitted at any time on the grounds and premises of Saints-Martyrs-Canadiens; otherwise, a service charge of one hundred and fifty dollars (**\$150.00**) will be added to the final bill.

10 Hall Functions

Functions may include the following:

<p>Parish activities</p> <p><u>Note: Gratis</u></p>	<ul style="list-style-type: none"> • Celebrations of Sacraments • Other related parish activities (e.g. Fall Suppers, Educational sessions). • Parish religious instruction classes
<p>Community Service Activities</p>	<p>All functions listed below are required to pay both the damage deposit and booking deposit. See section 2.</p> <ul style="list-style-type: none"> • Polling Stations for Elections • Food Banks • In-services/workshops • Conferences • Parent Council Committee Meetings • Fundraisers • Other
<p>Other Functions</p>	<p>All functions listed below are required to pay both the damage deposit and booking deposit. See section 2</p> <ul style="list-style-type: none"> • Anniversary/ Birthday parties • Bridal/Baby Showers • Wedding Receptions • Private functions related to parish activities • Fundraiser • Other

The following functions will **NOT** be permitted in the Parish Hall:

- **Socials** (A social is a function **with an admission fee, a cash bar, and without a served meal**, with the sole purpose of raising money for a cause or benefit. For example: a pre-wedding social and a wedding social.) **Exception** -- A reception by invitation, without an admission fee and a cash bar.
- **Gambling Functions**

- Functions not conforming to our Christian beliefs and values.

The parish reserves the right to refuse any facility rental. When the above conditions are violated, the Parish reserves the right to cancel any function, even during the event, without reimbursement and compensation.

11 Receptions after Funerals

Parishioners and public requiring the use of the Parish Hall for receptions after funerals will be charged a fee. This charge will be used to cover the cost of the set-up and take down of tables and chairs, cleaning, opening and closing of the Hall and Church, etc. See Table 1 for fees.

12 Liquor

Alcohol Beverage Policies

- According to the Liquor Control Act regulations, liquor shall only be brought into the hall, served and consumed in conformity with an occasional permit issued by the Manitoba Liquor & Lotteries. No other liquor, other than as permitted by an occasional permit is allowed into the hall.
- The Lessee is responsible for obtaining an occasional permit and adhering to the rules and regulations of the permit.
- Intoxicated or disorderly patrons are not allowed to be in or about the premises.
- Persons less than 18 years of age are not allowed to handle, possess or consume liquor.
- Bartenders will have full authority over consumption of alcohol.
- Any person engaged in serving or selling liquor or providing security shall not be allowed to consume liquor while the permit is in force.
- Liquor will **not be permitted outside** of the Parish Hall.
- The premises will be subject to inspection by the Hall Facilitator, police, and inspectors of Manitoba Liquor & Lotteries at any and all times.
- Any violation of these conditions, or the regulations of an occasional permit for liquor, can result in the immediate vacating of the premises without refund to the Lessee

13 Corkage and Bartending Services

MANITOBA LIQUOR & LOTTERIES (MLL)

MLL regulations apply to all functions where liquor is served.

Bar definitions

Cash Bar:

- An occasional permit is required by MLL should you choose to host a cash bar. A **mandatory** corkage fee shall apply for this service. Permit application must be processed prior to the function. Permit must accompany liquor upon delivery. **Permit must be visible and displayed at all times during the function.**

- Tickets are to be sold by the Lessee in advance of obtaining drinks at the bar. Guests pay for their drinks individually.
- **The Permit holder must be present and available at all times during the function**

Host Bar:

- An occasional permit is required by MLL should you choose to host a guest bar. A **mandatory** corkage fee shall apply for this service. Permit application must be processed prior to function. Permit must accompany liquor upon delivery. **Permit must be visible and displayed at all times during the function.**
- **The Permit holder must be present and available at all times during the function**

Bar service

- One bartender will be provided for a function serving alcohol where there are less than 50 guests. Where there are 50 or more guests, two bartenders will be provided. (No outside bartenders will be permitted.)
- Bar service will close at 12:30 AM and all liquor is to be removed from the tables and from any person, **30 minutes** after bar closure. Bar closure time of 12:30 AM shall be stated on the occasional permit and the hall must be vacated by 1:30 AM. All liquor is to be removed from the premises by 1:30 AM.

Corkage Fees

NOTE: No additional charges of PST or GST will apply to Corkage Fees.

REGULAR

Corkage fees will include bartender(s), softpop, juice, ice, plastic glasses, chilling and storage of beer and wine, straws and stir sticks.)

- Corkage fees: **\$5.00** per person.
- Persons twelve (12) and under -- free.
- Lessee must notify Lessor “La Paroisse des Saints-Martyrs-Canadiens” **no later than 12:00 noon, three days (72 hours)** prior to the scheduled function of the anticipated number scheduled to attend. Such numbers shall constitute a guarantee, not subject to reduction, and all charges will be made accordingly.
- An adjusted increase in Corkage fees shall apply should the number of guests exceed the guaranteed amount confirmed 72-hours prior to the event. The overage will be confirmed by the Hall Facilitator to the Lessee on the function date and invoiced accordingly.

14 Security

The Parish may provide security for certain functions.

15 Inspection

- The premises are subject to inspection by the Lessor (or representative), police and inspectors of the MLL at any time.
- A representative of the Lessor will be on hand to supervise and assist the Lessee with regards to the use of the premises.
- Any broken items or damaged property must be reported to the Lessor (Hall Facilitator or designated representative) and the cost of repair or replacement will be deducted from the damage deposit.

16 Revisions to Hall Policy & Rental Agreement

The Parish *“La paroisse des Saints–Martyrs–Canadiens”* reserves the right to revise this document without notice.

**TABLE 1
HALL RENTAL FEES**

FUNCTION	DESCRIPTION	
Weddings/Banquet	• Prices include security	\$800.00
	• Corkage fees extra (see Section 13)	\$50.00
	• Guaranteed hall access on the day prior to wedding for decorating (1)	No charge
	• Hall access on the day of the event is available from 12:00 noon to 1:30 a.m.	\$100.00
Anniversaries, family reunions, family gathering after sacraments, and showers	• \$3.00/person	Min: \$150.00 Max: \$350.00
	• Hall access on the day prior to the event	\$75.00
Conferences and Seminars	• Half day: 8:00 am to 12:00 noon or 1:00 to 5:00 pm	\$250.00
	• Full day: 8:00 am to 5:00 pm	\$350.00
	• Entire weekend	\$600.00
Charitable organizations	• Banquet	\$350.00
	• Conference- half day	\$225.00
	• Conference- full day 8:00 AM to 5:00PM	\$325.00
	• Conference-entire weekend	\$550.00
Funerals		\$200.00

1. This allows 3 prior visits, any additional visits will be assessed a \$50.00 surcharge per visit.

Equipment Rental Fees

Available Equipment	<ul style="list-style-type: none"> • Podium / Microphone • Extra microphone • Wireless Microphone • Risers (accommodate up to 3 – 4' x 8' Tables) • Skirt for head table (cost per skirt) • Wall dividers • Dishes and Utensils 	\$ 25.00 \$ 25.00 \$ 40.00 \$ 100.00 \$ 10.00 No Charge \$ 1.00/person
Audio-visual Equipment	<ul style="list-style-type: none"> • Projector • DVD player 	\$ 75.00 \$10.00
Coffee Urns	40 cup urn (2 available) 100 cup urn (2 available) Lessee must provide coffee. He must clean urns after use; otherwise, an additional cost will be added.	No Charge No Charge