

ST. MARY MAGDALENE CHURCH

RENTAL/USE OF FACILITIES

Date _____ Name of Applicant _____

Name of Group/Organization _____

Address _____ Postal Code _____

Telephone (home/cell) _____ (work) _____

Email _____

SPACE REQUIRED (✓)

Upper hall _____ Lower hall _____ Church _____

REASON FOR RENTAL _____

Date _____ Hours _____ # of people _____

RENTAL FEE (see page 2 for fees): \$ _____

DAMAGE DEPOSIT + ½ RENTAL FEE REQUIRED AT BOOKING: \$ _____

REMAINDER OF RENTAL FEE DUE PRIOR TO EVENT DATE: \$ _____

Liquor License? (✓) YES _____ NO _____

Decorating? (✓) YES _____ NO _____ Will be decorated on _____

Key Required? (✓) YES _____ NO _____ Key to be provided by _____

Key given to _____ on _____ Returned on _____

KITCHEN REQUIREMENTS (✓):

large coffee pot _____ small coffee pot _____ fridge _____ stove _____

dishes _____ glasses _____ cutlery _____ microwave _____

CARETAKER INSTRUCTIONS FOR ROOM SET UP:

Please note:

- Rental fee includes caretaking services: setup/takedown of tables and chairs, cleaning floors, etc.
- The renter is always responsible for clean up of the kitchen(s). This is not the responsibility of the caretaker. You must bring your own tea towels, washcloths, and tablecloths. Detergent is provided.

“I have read page 2 of this document and accept the fees, policies and damage charges as stated.”

SIGNATURE: _____

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RENTAL FEES:

Evening (with liquor)	\$360.00
Evening (without liquor)	\$260.00
Afternoon (3-4 hours)	\$160.00
Afternoon (3-4 hours with liquor)	\$260.00

NOTE: Our rates are being reviewed and may not be the same as what appears here. Please contact the church for the current rates.

\$100.00 REFUNDABLE DAMAGE DEPOSIT REQUIRED ON ALL BOOKINGS

DAMAGE CHARGES:

Damaged or broken tables:

Legs \$25.00 each / Side rails \$35.00 each / New table \$200.00 each

Damaged or broken chairs \$40.00 each

POLICIES:

- This is a no-smoking facility.
- Decorations or anything that could damage the ceiling tiles CANNOT be used.
- Posters or anything that could damage the finish on walls or doors CANNOT be used.
- The use of single use plastics is NOT allowed. This includes Styrofoam or plastic plates or cups, plastic cutlery, stir sticks and plastic water bottles. The lower hall kitchen is fully stocked for use by renters.
- The main door must be kept LOCKED at all times during the rental period. It cannot be propped open. There is a doorbell that will alert renters in the hall that someone is at the door.