

St. Peter's Heritage Society Facility Rental Agreement

Check All Applicable Venue's	
Priest Name: _____	Phone: _____
St. Peter's Church: _____	
The Grotto: _____	
School: _____	

\*Renter: \_\_\_\_\_  
\*Renter is defined as the person responsible for the building during the rental period

Renter's address: \_\_\_\_\_  
Renter's Phone #: \_\_\_\_\_ (h) \_\_\_\_\_ (wk)  
Organization: \_\_\_\_\_  
Description of Event: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Date(s) Requested: \_\_\_\_\_  
Event time: \_\_\_\_\_ to \_\_\_\_\_ Unlock for setup: \_\_\_\_\_ Lock Up: \_\_\_\_\_  
Number of guests: \_\_\_\_\_  
Name of Caterer: \_\_\_\_\_  
Is the event open to the public:    Yes    No    Will food be served?    Yes    No

Fees:    Rental Rate according to the attached Schedule "A"

- \$100.00 damage/ cleaning deposit is required with each contract. This deposit will be returned within 30 days after your event if contract rules are met and there is no damage and the facility is clean.
- Additional janitorial duties will be charged against the damage deposit if the facility has any extra cleaning that may occur due to the event.
- Renter is financially responsible for all damages to St. Peter's Property incurred during rental.
- St. Peter's is not responsible for any injuries or damages to personal property incurred during rental.
- Renter to provide their caterer, florist, photographer, etc. with a copy of attached rules.

By signing this contract the renter agrees to abide by the Policies and Rules listed for the use of the building, certifies the above information is correct, and are authorized by the organization to sign on its behalf. Renter will abide by all Provincial and local statutes and ordinances with respect to the serving and consumption of alcoholic beverages. The Society reserves the right to refuse rental based on requested use or prior rentals.

By signing below I hereby accept full responsibility for this event and the actions of guests and indemnify St. Peter's Heritage Society or anyone working on their behalf of any liability for this event or actions of event guests.

Signature of Renter: \_\_\_\_\_  
Date: \_\_\_\_\_

**OFFICE USE ONLY**

Date Approved: \_\_\_\_\_ Rental Representative: \_\_\_\_\_  
Security Deposit Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_  
Rental Fee Paid \$ \_\_\_\_\_ Date: \_\_\_\_\_ Check # \_\_\_\_\_

Deposit Refunded: Date: \_\_\_\_\_ Check # \_\_\_\_\_ If not refunded,  
 Why? \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Part 1 of 3.....

**RULES FOR THE RENTAL OF ST. PETER'S HERITAGE SOCIETY**

- No tobacco products in the building – Any tobacco use will result in the loss of the security deposit and immediate eviction.
- No free standing candles
- No nailing or gluing anything to walls, ceiling or floors
- No objects to be attached to the floors or ceiling. Decorations may be placed in areas previously allowed and agreed upon by the renter and the Society, all decorations, flowers etc. to be removed immediately following the event.
- No confetti or similar materials to be thrown in the building or grounds
- No standing on chairs or tables, NO climbing on rock formations in the Grotto.
- Renters are responsible for young children
- Renter is responsible to remove all personal items from the facility when the event is over. All tables and floors to be cleaned.

**CLEAN UP POLICY**

- Renter must meet with the Society representative at time of key delivery to review the renter checklist below and sign.
- The Society representative will meet with the renter following the function and the deposit will be refunded at the discretion of the Society according to the inspection of the condition of the building.
- Building must be left in the same condition as when the renter entered the facility.
- All food must be removed from the building following the event unless approval of the Society is received to have food remain in building.
- The Society is not liable for any personal property left unattended in the facility.

**OFFICE USE ONLY**

	Check In	Check-Out
Kitchen cleaned of all personal property	_____	_____
Kitchen sinks and counter tops clean	_____	_____
Trash bagged and left at the entrance	_____	_____
Damages if any resulting from event _____		
_____		
_____		
_____		

Checkout approved for deposit refund: \_\_\_\_\_  
 Signed: Society Representative

If security deposit not refunded, Why?  
 Additional Comments:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Part 2 of 3.....

**St. Peter's Heritage Society** (Schedule "A")

**ST. PETER'S HERITAGE SOCIETY RENTAL RATES**  
**BOOKINGS – CALL: 306-552-7050**  
**EMAIL: stephadv@outlook.com**

<b>ONE DAY RENTAL-Church or Grotto:</b>	<b>\$300.00</b>
<b>SCHOOL: Summer -(no furnace needed)</b>	<b>\$25.00</b>
<b>SCHOOL: (furnace needed)</b>	<b>\$100.00</b>
<b>TWO DAY RENT:</b>	<b>\$450.00</b>
<b>THREE DAY RENT:</b>	<b>\$500.00</b>
<b>DAMAGE DEPOSIT:</b>	<b>\$100.00</b>
<b>DEPOSIT TO HOLD DATE:</b>	<b>\$50.00</b>
<b>Local Group-Non Profit :</b>	<b>Negotiable</b>

**PAYMENT MUST BE PAID IN FULL UPON SIGNING OF THE CONTRACT.**

**RENTER IS TO SUPPLY DISHES, UTENSILS. GLASSES, ETC.**

**NOTICE: FACILITY HAS NO RUNNING WATER, SEPTIC TANK TOILETS ONLY. RENTERS MAY CHOOSE TO ORDER PORTA POTTIES FOR LARGER EVENTS**