

FACILITY RENTAL APPLICATION

FACILITY INFORMATION

Facility Name: St. Peter's Heritage Society

Please choose the facility you would like to rent: Grotto_____

Church_____

School_____

Facility Contact:_____

Email: stpeterkronau@gmail.com

RENTER INFORMATION (renter is defined as the person responsible for the building during the rental period)

Name:_____

Organization (if applicable):_____

Mailing Address:_____

Phone:_____ Email:_____

Contact Person:_____

Phone:_____ Email:_____

EVENT INFORMATION

Type/Purpose of Event:_____

Priest Name:_____ Phone:_____

Event Date:_____

Setup Date/Time:_____

Event Time:_____ Start:_____ End:_____

Expected Attendance:_____

Is the event open to the Public: Yes or No

***All sacraments in the church and/or grotto need to be pre-approved by the priest at St. Joseph's Parish in Balgonie, SK. before the application will be processed. (If a priest is attending, please notify SPHS if supplies from the church are required, ie: altar cloth, candles, etc.)**

FACILITY RENTAL AGREEMENT

RENTAL POLICY

- Damage/cleaning deposit of \$100.00 is required with each contract.
- The renter is financially responsible for any damages, loss, excessive cleaning costs, or repairs to St. Peter's Heritage Society (SPHS) property arising from use of the facility during the rental period.
- The SPHS may retain all or part of the security deposit to cover such costs.
- If contract rules are met, there are no damages and the facility is clean, the deposit will be returned within 30 days after your event.
- SPHS is not responsible for any injuries or damages to personal property incurred during rental.
- The renter is responsible to provide their contractors (caterer, florist, photographer, etc.) with a copy of the rental policies.
- There is no vehicle access to the grotto without prior approval from a SPHS board member.
- No tobacco products in the building. Any tobacco use will result in the loss of the security deposit and immediate eviction.
- Only battery operated candles are permitted.
- No nailing or gluing anything to the walls, ceilings or floors.
- No objects to be attached to the floors or ceilings.
- 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.
- The renter is responsible for all attendees.
- The renter is responsible to remove all personal items from the facility when the event is over.
- The renter is responsible for ensuring event materials comply with applicable laws and regulations.
- SPHS kindly requests that all guests/attendees adhere to the speed limit (30 km) in the colony and please watch for children at play.

CLEAN UP POLICY

- Building/grounds must be left in the same condition as when the renter entered the facility.
- All food must be removed from the building/grounds following the event.
- All decorations, flowers, etc. must be removed immediately following the event.
- The renter will bag all garbage and securely tie.
- The renter will turn off all the lights and close doors tightly.
- SPHS is not liable for any personal property left unattended in the facility.

FEES AND DEPOSITS

- Rental fee (less security deposit) due upon confirmation and signing of rental agreement.
- Security Deposit \$50.00 – required to hold event date for 30 days.
- Damage Deposit \$100.00 - if contract rules are met, there are no damages and the facility is clean, the deposit will be returned within 30 days after the event.

CANCELLATION POLICY

- Cancellation received more than 90 days before event will result in a partial refund.
- Cancellation received fewer than 30 days before event will result in no refund.
- Cancellations will be reviewed by the SPHS and refunds will be determined by considering the circumstances regarding the cancellation.

SIGNATURES

- By signing this contract the renter has agreed to abide by the policies listed in this contract for the use of the building/grounds and certifies the above information is correct.
- The renter will abide by all provincial and local statutes and ordinances with respect to the serving and consumption of alcoholic beverages.
- SPHS 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. I indemnify SPHS or anyone working on their behalf of any liability for this event or actions of event guests.

Signature of Renter: _____

Date: _____

OFFICE USE ONLY

Security Deposit Paid: Amount _____ Date: _____

Rental Fee Paid: Amount _____ Date: _____

Damage Deposit Paid: Amount _____ Date: _____

SPHS Representative: _____

Checkout approved for damage deposit refund: _____

SPHS Representative

Damage Deposit Returned: Yes or No

Amount Returned: _____

Date: _____

Deposit not refunded (explain): _____

Date: _____

Additional Comments: _____

ST. PETER'S HERITAGE SOCIETY

RENTAL RATES

EMAIL – stpeterkronau@gmail.com

ONE DAY RENTAL (Church or Grotto): **\$300.00**

SCHOOL – SUMMER (no furnace needed): **\$ 25.00**

SCHOOL – (furnace needed): **\$100.00**

TWO DAY RENT: **\$450.00**

THREE DAY RENT: **\$500.00**

DAMAGE DEPOSIT: **\$100.00**

SECURITY DEPOSIT TO HOLD DATE: **\$ 50.00**

NOTE:

- There are 2 porta-potties on site.
- Payment must be paid in full upon signing of the contract.