

PARISH CENTRE RENTAL POLICY

Availability for Parish Activities

Subject approval by parish council, the parish centre is generally available for use for parish activities on any-day at times that do not conflict with regularly scheduled Masses.

Availability for Non-parish Activities

Except on the days listed below, the parish centre is available for use for non-parish activities:

Monday to Friday: 8:30 a.m. - 10:00 p.m.

Saturday: 8:30 a.m. - 6:00 p.m.

The parish centre is not available for use for non-parish activities on any Sunday and on:

New Year's Day

Holy Thursday after 5:00 P.m.

Good Friday

Holy Saturday

Easter Monday

Victoria Day

Canada Day

BC Day

Labour Day

Thanksgiving Day

Remembrance Day

December 24

Christmas Day

Boxing Day

December 31

Fees:

Room	<u>Parishioner or Community Service Organization</u>		<u>Other</u>	
	Less than 4 hours	More than 4 hours	Less than 4 hours	More than 4 hours
Hall	\$75	\$125	\$150	\$250
Kitchen (full facilities)	\$100	\$150	\$100	\$150
Kitchen (no food prep)	\$25	\$50	\$25	\$50
Classrooms	\$30	\$50	\$60	\$100
Boardroom	\$50	\$75	\$100	\$150
Kitchen Nook	\$5	\$10	\$5	\$10
Library	\$30	\$50	\$60	\$100
Multi-purpose Room	\$25	\$50	\$60	\$100

Notes:

- **No fee is charged for use of the parish centre for parish activities.**
- The fee is charged for the entire time for which the room is to be used (i.e. including set-up and clean-up time).
- Use of the kitchen allows use of dishes and equipment. It does not include use of supplies such as for serving coffee and tea.
- Additional fees may be charged when the parish is asked to provide services such as:
 - set-up or clean-up
 - use of audio/visual equipment.
- The above fees are for one-time (or infrequent) users. If the request is for use of the parish centre on a regular basis, contact the parish council chairperson.

Rental Application Form

If you are planning on serving food, either preparing it on site or bringing it in to the Parish Centre you will also have to apply to the Vancouver Island Health Authority.

- Parish Rental Application Form
 - <http://stpats-vic.ca/pdf/rentalapp.pdf>
- VIHA Application for a Catered Event
 - <http://stpats-vic.ca/pdf/vihaapp.pdf>
- Alcohol Liability Insurance Policy Application
 - <http://stpats-vic.ca/pdf/alcohol.pdf>

You will need Adobe Acrobat Reader to view these documents. To download this free software click on the following link: www.adobe.com

Serving Liquor

If you are serving liquor you will require a Special Events Liquor License from the Province of British Columbia. For more information go to: www.pssg.gov.bc.ca/lclb/licensing.

Liquor Liability Insurance is mandatory for all events where liquor is being served. This insurance may be purchased from the Diocese of Victoria, or the renter must provide the parish with a copy of their own insurance policy. If you have your own insurance, the renter must arrange to have the Diocese of Victoria named as an additional insured party.

If purchasing insurance from the Diocese of Victoria, the Diocese will require the liquor license number. This insurance can be purchased by contacting the Diocese of Victoria at 479-1331.

Cancellation

St. Patrick's Parish attempts to honor all rental agreements. However, at times, parish events need to be planned on short notice and they will take precedence over non-parish activities. The parish will attempt to provide at least two weeks' notice when cancellation is necessary. However, funeral receptions sometimes require use of the parish hall on only a few days' notice, usually from about 9:00am-3:00pm.

Damage Deposit

A damage deposit may be charged at the discretion of the parish. Such a deposit will usually be charged for the following types of events: those that require the use of the kitchen facilities; those at which liquor will be served; and all-day events.

Non-Smoking Regulations

Smoking is not permitted in the parish centre or church.

Supervision and Behavior

Each group will be responsible for ensuring that the quiet enjoyment of our neighbors in the surrounding area and the residents of "The Villa" shall be respected at all times (i.e., noise from music and activities should be kept at levels that do not disturb them).

Clean up Requirements

Each group will be responsible for its own clean-up, which consists of the following:

- I. All furniture must be returned to its original place.
- II. Dishes and utensils are to be placed into the dishwasher and the dishwasher turned on, if full.

- III. Appliances and utensils (i.e., sugar bowls, can openers, pots and pans, etc.) must be returned to wherever they were taken from.
- IV. Coffee urns must be emptied and washed and returned to wherever they were taken from.
- V. All leftover food must be removed by all non-Parish user groups. Parish user groups may leave food only if it is dated and labeled, with name of group, before storing properly.
- VI. Counter tops and tables are to be wiped down.
- VII. Soiled tablecloths and tea towels must be washed and ironed.
- VIII. Full garbage bags must be tied up and placed in the outside garbage container. Extra garbage bags are kept in the bottom of the garbage container.
- IX. Kitchen floors are to be swept clean.
- X. The piano is only to be used by authorized individuals.
- XI. All materials (papers, etc.) must be properly stored or removed after each meeting.

Security

- I. Groups/individuals are responsible for the following:
- II. Check all windows to ensure that they are locked even if you did not open them. Drapes are to be closed.
- III. Do a quick check of the premises including bathrooms and any unlocked rooms to make sure they are empty.
- IV. When leaving the premises, ensure that the doors are properly closed and locked and all lights are switched off.
- V. Identify a responsible person who will be in attendance throughout the event and will secure the building if the event ends when the parish office is closed.

Emergency Contact

In the event of a security emergency, please contact maintenance staff, Steve Pearce, at his cell phone (661-1619) or at home (370-2736).