

Name: _____ Date: _____

**Monsignor Donnelly Hall
St. Peter's Parish
Tracadie, Nova Scotia**

Hall and/or Kitchen ~ Rental Agreement

I have read, understand and with my signature below, agree to the following terms and conditions regarding rental of the Monsignor Donnelly Hall and/or kitchen facilities:

- (a) The renting party renting the Monsignor Donnelly Hall is responsible for any and all damages incurred while using the facility;
- (b) The renting party agrees to pay a \$100.00 deposit at the time of booking to cover cancellation, damages and other costs such as special cleaning or lights or heat left on;
- (c) The renting party agrees that no one under the age of 19 will be admitted to the facility while alcohol is being served, other than for wedding and/or anniversary receptions, special occasions **(a list of underage guests shall be posted at the bar)**;
- (d) The renting party agrees that no one under the age of 19 will be served alcohol;
- (e) All alcohol will be served in plastic cups;
- (f) The renting party agrees to provide St. Peter's Parish one month notice of cancellation of any event. A penalty of the loss of deposit will be incurred.
- (g) The renting party agrees to close the bar at 2:00 am and vacate the premises; and take all **decorations and possessions** no later than 12 noon, the next day;
- (h) The renting party agrees that any **wedding, anniversary or special occasions party** must give the duties of the bar to the Tracadie Fire Department by informing the Fire Hall representative at telephone number 386-2557. Any exceptions to this rule require the approval of the Finance Chairperson of St. Peter's Parish Council at telephone number 232-2272;
- (i) The renting party agrees to maintain reasonable order at all times;
- (j) The renting party agrees to have two members of the renting group maintain security;
- (k) The renting party agrees to leave all keys in the hall when vacating;
- (l) Any failure on the part of the renting party to adhere to any and all of these rules will mean the forfeiture of the \$100.00 damage deposit.

Name: _____ Date: _____

RENTING PARTY RESPONSIBILITIES

- (a) The Monsignor Donnelly Hall is smoke free for all and any events, without exception.
- (b) All heavy and obvious refuse on the floor, tabletops must be cleaned up and put away;
- (c) All personal decorations and equipment must be removed by 12 noon the next day after the function. **No staples, nails or damaging tape are to be used to put up decorations; and especially no confetti!**
- (d) Regulations concerning the Antigonish County disposal of refuse are to be adhered to;
- (e) All lights must be turned off, thermostat lowered and doors locked;
- (f) All alcohol containers are to be emptied into a bucket prior to disposal.

RULES & REGULATIONS FOR RENTAL OF THE MONSIGNOR DONNELLY HALL

- (a) A Nova Scotia Liquor Commission ID card must be requested and presented by ticket agents of any persons suspected of being under the legal age of 19 years.
- (b) Security Personnel are required for any major dance or event and their responsibilities include the following:
 - (i) Checking washrooms and other parts of the building throughout the rental period to ensure that there are no damages or illegal actions;
 - (ii) Enforcing the no drinks rule on the dance floor, and no drinks rule outside the building; and
 - (iii) Enforcing the **NO SMOKING** policy.
- (c) At any event where alcohol is being served the Monsignor Donnelly Hall is restricted to 403 people.
- (d) At any event where no alcohol is being served and at which participants are to be seated, the hall is restricted to 484 people.

Name: _____ Date: _____

Having read and understood and agreeing to the above mentioned restrictions and regulations I, the undersigned on behalf of the lessee hereby make application for the rental of the **Monsignor Donnelly Hall**.

I, _____ / on behalf of _____
Hereby make application for the USE/RENTAL of the Church / Monsignor Donnelly Hall / Facility which belongs to St. Peter's Parish on _____ (date) at _____ (time) for the purpose of _____.

I further agree that under **no circumstances** will the Church, Monsignor Donnelly Hall, facility be used for any activity, or the celebration of an event, which is not in keeping with and in observance of the teachings and disciplines of the Catholic Church.

I further understand that this is an application only, and not a firm booking, until the damage deposit has been remitted and the indentures above understood and agreed to.

This application may be rescinded and cancelled at the sole discretion of the Parish Council.

I understand and agree that the Parish Representative will notify me if and when this is accepted as a firm booking.

For the Renter
Telephone Number

For St. Peter's Parish
Telephone Number

Date of Application
(Day, Month, Year)

Type of Event

Date of Event
(Day, Month, Year)

Any and all enquiries are to be directed to the **Monsignor Donnelly Hall** and if needed, to leave a message at (902) 232-2942.

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**Monsignor Donnelly Hall
St. Peter's Parish
Tracadie, Nova Scotia**

Kitchen ~ Rental Agreement

FOR ALL CATERERS

- (1) The uses of the Kitchen and contents, including all utensils, dishes, stoves, fridge, coffee percolators and dishwasher; will incur a further cost of \$100.00
- (2) The kitchen is to be cleaned and restored to the state in which it was found. All dishes, utensils are to be cleaned and put away. Counters and floors and appliances are to be cleaned and dried.
- (3) Under no circumstances can any property of St. Peter's Parish leave the property of St. Peter's Parish.

COMPLIANCE

- (1) Any failure to comply with these responsibilities may cause catering privileges to be refused in the future.
- (2) Any questions are to be made to St. Peter's Parish Representative or by leaving a message at the **Monsignor Donnelly Hall on (902) 232-2942.**

For the Caterer
Telephone Number

For St. Peter's Parish
Telephone Number

Date of Application
(Day, Month, Year)

Type of Event

Date of Event
(Day, Month, Year)

Name: _____ Date: _____

**Monsignor Donnelly Hall
St. Peter's Parish
Tracadie, Nova Scotia**

Financial Cost

Rental Rates:

- | | | |
|-----|---|-----------|
| (1) | Applicants and families outside the Parish | \$500.00 |
| (2) | Applicants within the Parish | \$300.00 |
| (3) | Damage Deposit (all applicants) | \$100.00 |
| (4) | Youth Groups | \$ 75.00 |
| (5) | 50 th Wedding Anniversaries for Parishioners | No Charge |

Fundraising:

- | | | |
|-----|---|-----------|
| (1) | For Parishioners – (no proceeds to the Parish) | \$500.00 |
| (2) | Political Parties | \$600.00 |
| (3) | Parish Groups (CWL, Christian Services, Scouts, Guides Holy Name, Minor Ball, and 4H) | No Charge |

Charges:

- | | | |
|----------------|----------|------------------------------|
| Damage Deposit | \$100.00 | Receipt Number & Date: |
| Rental Fee | \$ | Receipt Number & Date: |
| Kitchen | \$ | Receipt Number & Date: |