

Holy Cross Parish

4049 Gordon Head Road, Victoria, B.C. V8N 3X7

Tel: (250) 477-5321, Fax: (250) 721-1844, E-mail: office@holycrossvictoria.org

Application and Agreement to Use the Church / Parish Centre

Name of Lessee: _____

Name of Organization: _____

Address: _____

Phone: _____ Fax: _____ Email: _____

Attending Representative: _____ Phone: _____

Date of Event: _____ Time: _____ # Attending: _____

Type of Event: _____

Location of Event: Church Chapel Hall Kitchen Library Meeting Room

Set-up or other Requirements: _____

Terms and Conditions of Rental Agreement:

1. A rental deposit (cash or cheque) in the amount of \$_____, made out to the order of "Holy Cross Parish", amounting to 50% of the total rental is required at the time of signing this Agreement. The balance is to be paid at least 10 days prior to the event, if paying by cheque, otherwise payment in cash must be made to the Office. To cancel this contract, written notice to this effect must be received by the parish office at least 72 hours prior to the event, in which case, the Parish will retain 25% and return the balance.
2. A damage deposit in the amount of \$200, is payable at the time of booking (cash or cheque made payable to "Holy Cross Parish"). The damage deposit will be retained until the key has been returned and the facilities have been checked by the Rental Officer. Should any damages be incurred, or cleanup required, the costs of repairs and/or labour for cleanup of facilities will be deducted. Any damage costs exceeding the deposit amount will be the responsibility of the Lessee.

Holy Cross Parish

4049 Gordon Head Road, Victoria, B.C. V8N 3X7

Tel: (250) 477-5321, Fax: (250) 721-1844, E-mail: office@holycrossvictoria.org

3. The Lessee shall use the facilities only for the purpose(s) so stipulated in this agreement, and shall abide by the Church and Parish Use Policy. Further, the Lessee must acquire and provide proof of any liquor and/or lottery and/or other licences as required by Law, to hold such an event.
4. Liquor Liability Insurance is mandatory for all non-parish events where liquor is being served. This insurance may be purchased from the Diocesan Centre (provide proof), or you may provide us with a copy of your own insurance policy. However, you must arrange to have the Diocese of Victoria named as an additional insured on the policy.
5. The Lessee shall obtain and provide proof of Liability insurance to the amount of at least \$2,000,000 if they are not a Parish based group.
6. The Lessee admits that it has examined the facilities and unequivocally admits that they are in good order and repair and shall preserve and maintain the facilities in the same condition.
7. It is expected that the Lessee shall use the Parish Facilities so as not to cause damage or abuse of the premises, equipment or fixtures, not to make undue or disturbing noise nor cause a disturbance. The Lessee shall have, at all times, a representative on the premises who will be responsible for the orderly conduct of its participants and attendees.
8. The Lessee shall comply with all police, fire, sanitary and such other laws and regulations implied by any municipal, provincial or federal authorities.
9. The use of the facilities granted by this agreement is subject to the facilities not being required for Parish purposes. In the event they are required, every effort will be made to afford the Lessee two weeks notice of such necessity, and return rental deposits.
10. The Parish may, at any time, enter the facilities for such purpose as it may deem necessary.

I/We _____, of
(Lessee)

(address)

DO CERTIFY THAT I/WE UNDERSTAND AND ACCEPT THE TERMS AND
CONDITIONS OF THIS AGREEMENT AND THE CHURCH AND PARISH USE POLICY.

Signature: _____ Date: _____
Lessee

Printed Name: _____

Signature: _____ Date: _____
For Parish

Holy Cross Parish

4049 Gordon Head Road, Victoria, B.C. V8N 3X7

Tel: (250) 477-5321, Fax: (250) 721-1844, E-mail: office@holycrossvictoria.org

Printed Name: _____

For Office Use

Payments:

	Amount Due	Received	Cheque #	Date
Rental				
Damage Deposit				
Balance				
Damage Deposit Returned				
Other/Insurance				

Licences and Insurance (attach copies):

Liquor License #	
Lottery License #	
Liquor Liability Insurance	
Liability Insurance	
Key Required yes / no	Returned yes / no Date