



Saint George's Round Church

The Rev'd Nicholas Hatt, Rector

2222 Brunswick Street, Halifax, Nova Scotia B3K 2Z3

phone (902) 423-1059 fax (902) 423-0897

office@roundchurch.ca www.roundchurch.ca

Parish Hall Rental Agreement

Date Issued:

Group Name:

Contact Name:

Phone Number:

Email address:

Hall Space:

Main Hall (Gym)

Guild Room

Sunday School Room



Date(s) and time(s):

Regularity?

Weekly

Biweekly

Monthly

Other: Not a recurring event.

Rental Fees and Sextons' Fees (to be filled in by the Parish Office)

Please send applicable fees to the Parish Office c/o Jordan Gracie.

Applicable Fees:

Hall Rental:	\$	/hr	(cheque made out to <u>The Parish of St. George</u>)
Sexton:	\$	/hr	(cheque or money order made out to <u>The Parish of St. George</u>)
Other:	\$		(cleaning fee, reception host fee; etc)
Total Fee:	\$		



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Terms and Conditions for Rental of St. George's Parish Hall:

1. There is a **no smoking** and no alcohol policy in the church hall.
2. Hall use is restricted to the specific area booked by the group.
3. Renter is responsible for any damage to church property or fines for false alarms being set off (Please be aware that the security system is automatically set to engage at 10 pm.)
4. Any garbage from food or drink consumed in the church should be disposed of properly, and the hall left in the same condition as it was found.
5. The church is not responsible for items lost, stolen or damaged during an event.
6. If security is required (other than routine presence of the Sextons), the renter is responsible for arranging and paying for it.
7. If you have been issued a key, you must return it when your activity/event/ series of events is over. A \$30 fee will be charged for each lost/unreturned key.
8. All equipment brought in (i.e. instruments, decorations, kitchen supplies etc.) must be removed from the hall following the event. Nothing may remain in the hall overnight without prior agreement with the parish office administrator and never over a Saturday night.
9. Renter will pay by cheque, delivered to the Parish administrator via mailbox or in person within a week of the event (for one-time events) or at the end of every month (for ongoing rentals). Failure to pay promptly will result in immediate termination of this rental agreement.
10. The renter will not adjust the thermostat to be higher than 25 degrees C.
12. If this is a recurring booking, it is understood that this group may occasionally be asked to cancel or change the time of meeting in the event of a special parish function.
13. The parish office must be informed six days in advance (for example, by 4pm the Thursday before a Wednesday cancellation) of any cancellations to the rental of the space so that the space can be available for other renters. If the parish office is not informed as above, then the renter is responsible for the fee for the location, even if it is not used by the renter.

I, _____ agree to the above terms and conditions, and the rental fees.
Renter's Name (Printed)

Signature

Date

Please return completed form and fees to:

St. George's Parish Office
c/o Jordan Gracie
2222 Brunswick Street
Halifax, Nova Scotia B3K 2Z3

The Parish Office is open from 10am-4pm, Monday through Friday.

Please contact Jordan Gracie at the Parish Office (ph. 423-1059; e. office@roundchurch.ca) with any further questions, needs or concerns before the date of the event.