

Contract For Parish Facility Rentals

Parish Of St. James, Mahone Bay, NS, B0J 2E0

(902) 624-8614 — 9:00 am to 1:00 pm Monday to Friday — stjamesofficemb@gmail.com

Part A — Renter & Contract Details

Organization:		OFFICE USE:	
Contact Person's Name and Mailing Address:	Telephone	Booking Date:	
	Work:		
	Home:		
	Mobile:	Event Date:	
E-mail:			
Event Name and Description:		Time	
		From	To
		Special Instructions:	

Part B — Prices

ITEM	COST	# of HOURS	\$/TOTAL
Parish Hall	\$22/hr (4 hrs or less) \$60/half-day \$120/day		
Parish Hall with Kitchen	\$44/hr (4 hrs or less) \$180/day \$90/half-day		
Tables (if set-up/take-down required)	\$3 per table/day		
Kitchen only	\$15/hr		
Church (concerts and presentations)	\$250/day-evening		
Custodian required?	Y N	\$18/hr	
Other/recurring rental (specify; attach additional terms and conditions if required)			
Please make all cheques payable to St. James Parish.			TOTAL:
PAYMENT DATE			

Part C — Agreement

Parish Administrator: Emily Diehl	Date
Rector: Rev'd Dr. Patti Brace	Date
Renter signing officer (please print):	
Signature of renter signing officer:	Date
By signing, I agree that I have read and agree to the terms and conditions in part D of this contract (overleaf).	

Part D — Terms and Conditions of Parish Facility Rentals

1. Rent shall be paid IN FULL no later than the next business day following the booking date. Rent shall be returned in full if the event is cancelled no later than 30 days prior to its scheduled date.
2. A copy of a valid current Certificate of Liability Insurance shall be provided prior to access.
3. Access to the facility shall only be via the rear door (off parking lot). The office door (facing the bay) shall be for emergency use only.
4. All reasonable risk management measures as are appropriate under the circumstances of the rental shall be undertaken.
5. All required licenses and permits relevant to the permitted use of facilities shall be displayed during use.
6. Renters shall comply with all legislation, regulations, and by-laws with respect to the use of facilities.
7. Renters shall respect all posted notices concerning areas or equipment that may pose a hazard and shall ensure appropriate supervision and oversight of minors.
8. Renters shall respect occupancy limits.
9. Renters shall leave the kitchen, if used, exactly as found, including: counters and floors cleaned, garbage properly sorted and removed from the premises, and all used equipment washed, dried and returned to its rightful place. Kitchen supplies are available, with the exception of napkins.
10. Renters shall remove all garbage generated during the activity off the Parish property. There will be a charge for any bags left on the property and a surcharge for any bags not properly sorted.
11. All windows and doors shall be closed, secured, and locked at the end of the event.
12. Heat (if applicable) shall be turned down as posted by the thermostat at the end of the event.
13. Any damage shall be reported directly to the Parish Administrator and the cost of any repairs shall be billed to the renter.
14. Any key issued shall be returned immediately after the event by depositing it in the mail slot of the office door.
15. Smoking on Parish property is strictly prohibited.

Part E — Parish Responsibilities

1. The Parish shall ensure proper maintenance of facilities, including ensuring that equipment is in good working order.
2. The Parish shall ensure proper maintenance of grounds, including timely clearance of ice and snow after winter storms. The Parish shall provide sand and salt as needed for use during the event.
3. The Parish shall provide notice of any known hazards or dangers with regard to Parish facilities.
4. The Parish shall post room occupancy limits and fire evacuation plans as appropriate.
5. The Parish shall inform renters of the location of the first aid kit and defibrillator.