

# St. Bonaventure Parish Centre Rental Form

St. Bonaventure Parish Centre ("Parish Centre") is located at 1300 Leslie Street, Toronto. It is owned and operated by the Order Minor Conventuals of Ontario ("OMC") as part of the St. Bonaventure community in Don Mills. All arrangements regarding rental are made at the Ministry Centre at 1300 Leslie Street, Toronto.

## Contact Information

Contact Person's Name:		
Organization Name:		
Address:		
City:	Province:	Postal Code:
Email:		
Telephone:	Mobile Telephone:	
Name of Insurer:		
Insurer's Phone:	Insurer's Fax:	Insurer's E-mail:

## Event Description

Name of the Event:		
Nature or purpose of the Event:		
<i>St. Bonaventure's reserves the right to refuse rental for events that are incompatible with the values of the Roman Catholic Church, that of the Franciscans or the Mission &amp; Vision of St. Bonaventure Church.</i>		
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, a liquor license must be submitted 48 hours before the event.		
Event date:	Start time:	End time:
Arrival time for set up:	Departure time:	<i>Departure must conclude before 1:00 a.m.</i>

## Participants

Number of people attending:	Will minors be present? <input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If minors are present the renter must read, enforce, abide by and sign the Parish Centre's policies regarding the care and protection of minors.</i>	

## Facilities Requested

<b>Main Hall:</b>	200 guests	
<i>Monday-Thursday</i>	<input type="checkbox"/> Day \$300	<input type="checkbox"/> Evening \$450
<i>Friday- Saturday</i>	<input type="checkbox"/> Day \$450	<input type="checkbox"/> Evening \$1000
<b>Francis Room:</b>	75 guests	
<i>Monday-Thursday</i>	<input type="checkbox"/> Day \$200	<input type="checkbox"/> Evening \$250
<i>Friday- Saturday</i>	<input type="checkbox"/> Day \$250	<input type="checkbox"/> Evening \$450
<b>Bonaventure Room:</b>	40 guests	
<i>Monday-Thursday</i>	<input type="checkbox"/> Day \$100	<input type="checkbox"/> Evening \$150
<i>Friday- Saturday</i>	<input type="checkbox"/> Day \$150	<input type="checkbox"/> Evening \$250
<b>Oak Room:</b>	10 guests	
<i>Monday-Thursday</i>	<input type="checkbox"/> Day \$75	<input type="checkbox"/> Evening \$75
<i>Friday- Saturday</i>	<input type="checkbox"/> Day \$100	<input type="checkbox"/> Evening \$100
<b>All Rooms:</b>		
<i>Monday-Thursday</i>	<input type="checkbox"/> Day \$600	<input type="checkbox"/> Evening \$850
<i>Friday - Saturday</i>	<input type="checkbox"/> Day \$800	<input type="checkbox"/> Evening \$1200

Dishwasher \$100  Podium \$10,  Microphone \$20,  Projection Screen \$20 (each with room rental)

Room set up style:  theatre  boardroom  circle  other

Security Deposit required:  Main Hall \$200  Other Rooms \$100  All Rooms \$300

*Any and all decorating must be done in keeping with the policies of the Parish Centre. Rental price includes tables and chairs.*

***Deposit due 7 days after reservation. Full payment due 7 days before the event. Deposit returned 7 days after the event.***

***Read and initial the boxes in the following Terms and Coniditions and Parish Centre Policies.***

## Terms and Conditions

1. The renter shall comply with all statutes, regulations, and by-laws of all government authorities and all boards and commissions applicable thereto, including non-smoking and anti-noise by-laws.
2. The renter shall act in accordance with St. Bonaventure Parish Centre Policies outlined below.
3. The renter shall give the deposit seven (7) days after reservation. The rental fee is due at least seven (7) days before the event. Where there are less than seven (7) days between the booking and the scheduled event, the rent must be paid in cash or by certified cheque.
4. If the deposit or the rental fees are not paid at the prescribed times, the request for use is considered withdrawn, this Rental Form shall be deemed null and void, and the facility will be open to other requests for use.
5. The facilities of the Parish Centre are rented on an "as is basis". The renter agrees with OMC that OMC shall not be responsible for any injury to any person (including death) or for any loss of damage to any property or equipment belonging to or used by the renter or renter's guests (whether invited or not) while such property is in the rented facilities, and the renter hereby releases OMC, its employees, and agents from all claims, demands, loss, costs, and expenses of any kind whatsoever, whether directly or indirectly arising out of or connected with the use of the rented facilities, howsoever caused. The renter assumes responsibility for the behaviour of all guests (whether invited or not) during the rental of the premises.
6. Any group using the Parish Centre for a private function, wedding reception, or party (whether actual dollar rent is paid or not) is required to provide proof of adequate insurance coverage. The renter shall maintain in force a Comprehensive General Liability or Comprehensive Personal Liability policy in an amount of at least one million dollars (\$1,000,000) covering its legal liability for the use of the premises for the described event. A certificate of insurance is to be provided to the Ministry Centre as evidence of this coverage and such certificate shall show as an additional insured: "The Order Minor Conventuals of Ontario" and "The Roman Catholic Episcopal Corporation of the Archdiocese of Toronto" (OMC / RCEC). This proof of insurance is to be provided one week before the rental date.
7. The renter shall indemnify and save harmless the OMC / RCEC from and against all claims, demands, costs, loss, and expenses whatsoever arising directly or indirectly as a result of (a) any breach, violation, or non-performance of any covenants, condition, or agreement in this Rental Form set forth and contained on the part of the renter to be fulfilled, kept, observed, and performed; (b) any damage to the rented facilities, including any equipment thereon occasioned by the renter's use thereof as permitted herein or otherwise; and (c) any injury to any person or persons (including death) resulting at any time from the acts or omissions of the renter or renter's guests (whether invited or not) occurring in or about the rented facilities or any areas adjacent thereto.
8. The renter will do no damage to the rented facilities, including any equipment, and the renter will make full and complete compensation for any damage done to the rented facilities, including any equipment.
9. If liquor is served, the renter must obtain a permit and comply with all the issuing conditions and regulations. A copy of the liquor license must be presented to the Ministry Centre at least 48 hours before the event. The license must be clearly posted during the event. Failure to comply will result in the event being cancelled and/or terminated.
10. Notice of cancellation must be made in writing thirty (30) days before the scheduled event. Failure to do so may result in the forfeiture of the deposit.
11. Deposit will be returned seven (7) days after the event (less any applicable cost including, without limitation, extra clean up, garbage pickup, damage to the property or equipment and NSF cheque penalties).
12. OMC is not responsible if, due to circumstances beyond OMC's control, the rented facility is not available for use on the day arranged.
13. The rights contained in this Rental Form are conferred upon the renter personally, and any right or privilege hereunder is non-transferable or non-assignable.
14. If the renter defaults in the observance or performance of any Terms and Conditions in this Rental Form and the Policies and Procedure of the Parish Centre, OMC without further notice shall have the right not to allow or immediately discontinue the event.

## St. Bonaventure Parish Centre Policies

1. A parishioner may use the Parish Centre under the following circumstances:
  - a. The parishioner is registered in the parish.
  - b. The event is a private function.
  - c. No partisan political use is permitted. If used for a wedding or baptism reception, the ceremonies must have taken place at the church (exceptions are made individually by the Pastor and the requirements of Catholic Church law must have been followed for the wedding).
2. Any regular St. Bonaventure parish group wishing to use the hall on an occasional or on an ongoing basis, should book as early as possible. Any regular parish group normally does not pay rent but must book the hall and might be asked to give up its time for an exceptional use.
3. Groups and individuals from outside the parish (and groups of parishioners not organized by the parish and not under the direction of the Pastor) may use the hall subject to availability. No commercial or political use is permitted.
4. OMC / RCEC reserves the right to refuse rental for events that are incompatible with the values of the Roman Catholic Church, that of the Franciscans or the Mission & Vision of St. Bonaventure Church.
5. Renters are responsible to maintain a safe environment for minor children attending their events. Where parents/guardians of minors are present they are responsible for the conduct of the children and are responsible for providing adequate supervision. Parish groups or ministries under the supervision of the Pastor with leaders screened under the Parish Volunteer Screening and Management Program shall abide by all the policies of their Ministry Description and of the Archdiocese of Toronto.
6. Where the renter is not a group or ministry of the parish and is hosting minor children without the presence of their parents/guardians, the renter will abide by the following:
  - a. The renter will possess a list of all the minor children attending the event including emergency contact information and pertinent medical information such as allergies;
  - b. The renter will possess written permission from the parents/guardians for the children to attend the event;
  - c. Where the event is not "pre-registered," the renter will have each child register and the parent/guardian sign a waiver if they do not remain on the premises during the event;
  - d. The renter will present these lists to the Parish Manager or Pastor of St. Bonaventure immediately on demand;
  - e. The participant lists and parental permission forms will be retained by the renter for one year after the event;
  - f. The renter will provide at least 2 adult supervisors for the first 20 minor children and 1 adult supervisor for every additional 10 minor children;
  - g. The renter will conduct screening of all adult supervisors including a Criminal Records Check and will maintain record of such screening which will be made available to the Pastor / Parish Manager on demand within 48 hours;
  - h. The renter shall ensure that minor children over the age of ten (10) use the washrooms in pairs and those under the age of 10 shall use the washrooms in pairs and accompanied by an adult of the same gender; and
  - i. In the event of any allegation of abuse, the renter shall immediately attend to the safety of the children, call the police, and inform the Parish Manager or Pastor.
7. No decorations or application of materials, which will mar, deface, or damage the surfaces of the walls, ceilings, or floors are permitted. No other tape but "masking tape" may be used on any surface or door.
8. Parishioners who have been registered for more than two years may bring caterers of their choice to the Centre. Other parishioners and outside groups must select a caterer from our list of pre-approved caterers. Self-catering is not permitted. Exceptions may be made by the Parish Manager or Pastor.
9. Renters are expected to leave the hall as clean as they find it. Additional janitorial costs will be deducted from the deposit. Garbage is to be removed from the premises by the renters. All items brought into the building must be removed by the end of the rental period. A fee will be charged against the deposit for garbage left in the building. Garbage should be deposited in the dumpster.

## Procedure for Renting the Parish Centre

- Complete a Rental Form and return it to the Ministry Centre.
- A tentative booking is usually made after discussion with the Parish Manager.
- The renter must then provide the Deposit within seven days. A "NSF" cheque for the deposit or the rent results in the cancellation of the booking.
- If this procedure is not followed, OMC reserves the right to terminate the booking at any time, retaining the deposit as appropriate, and the facility will be open to other requests for use.
- Any exceptions to this procedure must be approved by the Pastor who may withhold consent in his sole discretion.

### Signature of Renter

I have read and I agree to abide by the Terms and Conditions on this Rental Form and the Policies and Procedures of St. Bonaventure Parish Centre.

Date:

Sign:

Print Name:

### The Order Minor Conventuals of Ontario

I approve this Rental Form subject to the Terms and Conditions and the Policies and Procedures of St. Bonaventure Parish Centre herein.

Date:

Sign:

Print Name:

### For office use only

Registered Parishioner
  Franciscan
  Archdiocese
  TCDSB
  Community Group
  Private
  Charity
  Other

Request Date:

Date Rental Approved:

Approved by:

Rate Quoted:

Total:

Deposit Received: \$

Rent Received: \$

Deposit returned on:

Insurance Certificate Received:

Liquor License Received:

Cancelled: