



St. John the Evangelist Parish Centre & Hall Agreement for Use

Georgina St., PO Box 151, Arthur, ON N0G1A0 519-848-2108 Email: stjohnarthur@hamiltondiocese.com

To request use of our facility, please complete the document & submit to St. John Evangelist Office, or the Black Mailbox outside the Church, or visit the Website application at: Website: stjohntheevangelist.ca

Date requested for use: _____

Applicant Name: _____

Type of Event/Group Name: _____

Applicant Address: _____

Phone #: _____ Email: _____

Start & End of actual event: _____ Estimated # of Attendees: _____

Emergency Contact Name: _____ Phone number: _____

Facilities required: Main Hall _____ Kitchen _____ Classroom #1 _____

*Washrooms/foyer are inclusive for all uses *Automatic AED is on-site *Disabled/Family Washroom available

* No booking is final until St. John the Evangelist Parish Office has received & approved your signed Application, Rental Liability Insurance, Liquor License (if applicable), & Full Payment. (\$ or cheque)

Terms of Parish Centre & Hall use: (as at May 16, 2025)

Full payment & Insurance confirmation document (for \$2,000,000 Liability Limit) are due *prior to the event & release of key*. Cheque must be made payable to: "St. John Evangelist Parish" & memo'd as 'Hall Rental'.

- \$20.00/Hour (up to 4 hours) (Please add allowance - 1 hour set-up/1 hour take down time).
- \$120.00 Full Day Rental (anything exceeding 4 hours total).
- Hall maximum occupancy is 275, or 200 with tables.
- Renters must acquire their own Liquor Licence if the event will have any Beer/Liquor on the premises.
- Smoking/Vaping- None allowed in/or adjacent to premises. **Tablecloth's Not provided.**
- Facilities must be left clean, incl: floors swept, dishes thoroughly washed & shelved, counters wiped clean, sinks drained/wiped out, stovetops clean/washed, all tables & chairs taken stored, garbage bagged. If left untidy, an added cleaning fee may be charged, & if property is damaged/missing, an added charge will apply.
- Children must not be allowed to run in the hallways & are not permitted to enter classrooms, unless rented.
- Post event, the key must be returned to the mailbox located in front of St. John Church, or Parish Office

- to avoid extra charge for key replacement. The facility must be left locked & secure, all doors checked, lights & Hall heater off. Priority of booking will be given to Parish related/Parishioners events.
- St. John Roman Catholic Church retains the legal right to accept or deny any individual application.
- I, _____(*print*), hereby agree to the terms of use & understand that I must provide all documentation required above & comply with the terms as stated herein.
- Sign: _____ Date: _____