



# *St. Peter's Parish*

*301 Machleary Street  
Nanaimo, BC, V9R 2G8*

*Telephone: 250.753.3570*

*Fax: 250.753.1507*

*Email: sec.stpetersrc@shaw.ca*

*Website: stpetersnanaimo.ca*

---

## *St. Peter's Parish Rental Agreement*

All scheduling of parish facilities takes place in the parish office during the office hours of 10am until 4pm. The church itself is not for rent.

Please ensure you are clear about what room(s)/hall you are requesting to book. You will be charged according to the room(s) requested.

In addition to common areas, (foyer, washrooms, building exits) you may only use the rooms you have arranged for.

All functions/activities in the Parish Hall are required to fully comply with St. Peter's Parish Rules and Regulations for facility use. All **minors** require adult supervision at **all times**.

**Priorities:** St. Peter's Parish has established guidelines for the use of the facilities, the **priority** use of the facilities is as follows, but not limited to:

- Parish Sacramental functions
- Parish Organizations (and Parish sponsored organizations)
- Individual Parishioners
- Outside groups

Parish organizations included in the parish directory do not pay a fee for use of the parish hall. To qualify as a 'parishioner' you must have a minimum of 1 year as a registered, practicing and contributing member of St. Peter's Roman Catholic Church.

The parish hall facilities are not available for rental on New Year's Day, Christmas Eve, Christmas Day, Boxing Day, Ash Wednesday, Holy Thursday, Good Friday, Easter Saturday or Sunday.

The parish retains the right to cancel or terminate any function at any time which in our opinion may adversely reflect upon Catholic principles. All questions concerning these policies are to be referred to the Pastor.

# St. Peter's Parish

301 Macleary Street ~ Nanaimo, BC, ~ Canada, V9R 2G8

Telephone: 250.753.3570 ~ Fax: 250.753.1507

Email: [sec.stpetersrc@shaw.ca](mailto:sec.stpetersrc@shaw.ca)

Website: [stpetersnanaimo.ca](http://stpetersnanaimo.ca)

---

## Terms and Conditions of Rental of St. Peter's Parish Hall

1. This agreement covers the use of the premises, and the time of occupancy, for the date or dates specified only. Although this agreement is referred to as a rental agreement it shall in no manner be deemed to be a lease, but rather is a license to use. The organization, group, patrons, persons, or person who is the party to this agreement is herein referred to as the "Lessee".
2. **Application for Booking:** A booking application form must be completed prior to receiving approval for rental of any rooms. Applications must be signed and completed by the person/group wishing to rent any room in parish hall. User groups are asked to phone the parish office and provide information to the administrative assistant for booking of regular meetings and events.
3. **The Lessee** shall comply with all federal, provincial and municipal laws and regulations applicable to the use of the property.
4. **The Lessee** shall indemnify and save harmless the Bishop of Victoria, and the Lessor, their respective servants, employees, and agents, of and from any and all injury, damages, actions, causes of action, claims, demands, of whatever nature, which may result from, or be brought by reason of, any act or neglect of the Lessee, the Lessee's servants, employees, or agents, or on account of any damage to any property or equipment of the Bishop of Victoria, the Lessor, or the Lessee, or in connection with any loss, damage or injury in any manner based upon, arising out of, or incidental to the use of the property by the Lessee.
5. **The Lessee** agrees that it is renting the property on an "as found" basis, and that it is responsible for the safe care and custody of the property, reasonable wear and tear excepted. The Lessee will repair/replace any property that is broken or damaged by replacements of a similar nature and equal value that are acceptable to the Lessor, or at the sole option of the Lessor, the Lessee shall pay the cost of replacement or repair by the Lessor.
6. **The Lessor** shall retain the damage deposit for 48 hours after the conclusion of the event, and during that time will inspect the premises. The cost of repair of any damage to the property beyond reasonable wear and tear, unless paid directly by the Lessee, shall be deducted from the damage deposit, and the balance if any returned to the Lessee after 48 hours or the completion of the repairs, whichever is the later. If the cost of repair exceeds the damage deposit, the Lessee shall remain liable for those additional costs.
7. **The Lessee** acknowledges that the use of the facilities will be for the purposes set out in this agreement only, and that this agreement is not transferable to any third party.
8. **The Lessee** acknowledges that the times set out in this agreement include time for setting up and taking down.

# St. Peter's Parish

301 Macleary Street ~ Nanaimo, BC, ~ Canada, V9R 2G8

Telephone: 250.753.3570 ~ Fax: 250.753.1507

Email: [sec.stpetersrc@shaw.ca](mailto:sec.stpetersrc@shaw.ca)

Website: [stpetersnanaimo.ca](http://stpetersnanaimo.ca)

---

9. **The Lessee** acknowledges that the Bishop of Victoria and the Lessor are not responsible for loss or damages to any property left on the premises by the Lessee, its servants or agents.
10. **The Lessee** may cancel this agreement on 30 days notice. Any cancellation on less than 30 days notice shall result in the damage deposit being forfeit.
11. **The Lessee** acknowledges and agrees that the Bishop of Victoria or the Lessor may cancel this agreement at any time, with or without cause, and no claim may be brought against the Bishop of Victoria or Lessor for damages or reimbursement on account of any loss, damage or expense whatsoever. In the event the Bishop of Victoria or Lessor cancels this agreement without cause, the damage deposit shall be repaid to the Lessee.
12. **The Lessee** agrees to provide adult supervision to confine participants to the areas indicated in this agreement.
13. **The Lessee** agrees to abide by the reasonable directions of the Lessor.
14. If music is being played, the Lessee agrees to indemnify the Lessor in any action to collect royalties through the Copyright Act of Canada.
15. **The Lessee** agrees that no connection to an electrical panel will be made without prior authorization of the Lessor.
16. **Insurance:** Unless waived by the Lessor, the Lessee shall maintain in force a comprehensive General Liability or Comprehensive Personal Liability policy in an amount of not less than \$1,000,000.00 covering its legal liability for the use of the Parish Hall for the described event. St. Peter's Parish and the Bishop of Victoria are to be named as an additional insured. A certificate of insurance must be provided as evidence of this coverage. This rental agreement cannot be finalized until proof of this insurance is made available to the Lessor. During all functions, all fire exit doors shall be kept free from obstruction, and clear access shall be maintained at all exits and other doorways; lights over exit doors shall remain on during all public performances or assemblies.

Please review attached regulations and procedures.

Signature: \_\_\_\_\_  
Lessor's Representative

Date: \_\_\_\_\_

Signature: \_\_\_\_\_  
Lessee

Date: \_\_\_\_\_



# St. Peter's Parish

301 Machleary Street  
Nanaimo, BC, V9R 2G8

Telephone: 250.753.3570

Fax: 250.753.1507

Email: [sec.stpetersrc@shaw.ca](mailto:sec.stpetersrc@shaw.ca)

Website: [stpetersnanaimo.ca](http://stpetersnanaimo.ca)

---

## Rules Governing Hall Usage

**These rules apply to Parish Groups, Parish Organizations, Individual Parishioners & Outside Groups who use and or "Rent" the Parish Hall.**

- Parking:** There will be No Parking in areas where it is marked "No Parking" or "Fire Lane".
- Set-up and Decorations:** Set up of tables and chairs are the responsibility of the Lessor. Any functions that require materials/food to be delivered the day of the hall usage must be scheduled via the Parish Office. Audiovisual equipment must be requested at the time of booking (Additional Fees may apply). It is strictly forbidden to apply or allowed to be applied, any preparation on the floor or walls. ABSOLUTELY NO staples, nails, tacks, glue, clear tape, pins or other material which may affect the finish on any surface may be used. Masking tape and removable adhesive putty are acceptable. Candles in approved holders and locations, free standing decorations and floral arrangements are permitted.
- Serving Liquor:** If you are serving liquor you will require a Special Events Liquor License from the Province of British Columbia. The Liquor License and a "Serving It Right" certificate must be placed in plain view of the bar. This can be obtained via your local BC Liquor Store. House policy the bar closes at 1am, no exceptions.  
Liquor Liability Insurance is **mandatory** for all events where liquor is being served. This insurance may be purchased from the Diocese of Victoria, or the renter must provide the parish with a copy of their own insurance policy. If you have your own insurance, the renter must arrange to have the Diocese of Victoria named as an additional insured party. Should you decide to purchase said insurance from the Diocese of Victoria, the Diocese will require the liquor license number. This insurance can be purchased by contacting the Diocese of Victoria at 250-479-1331.
- Music & Entertainment:** All music must end at 1am - THERE ARE NO EXCEPTIONS. This is in consideration of our neighbours, and clean-up must be completed by 2am. Please be respectful of people attending prayer service as much as possible. Renters of the hall and their guests are reminded that the hall is below the Church and are therefore expected to conduct themselves in a manner which will not disturb the use of the property.

5. **Damage Deposit:** A damage deposit may be charged at the discretion of the parish. Such a deposit will usually be charged for the following types of events; those that require the use of the kitchen facilities; those at which liquor will be served; and all-day events.
6. **Cancellation:** St. Peter's Parish attempts to honour all rental agreements. However, at times, parish events need to be planned on short notice and they will take precedence over non-parish activities. The parish will attempt to provide at least two weeks notice when cancellation is necessary. However, funeral receptions sometimes require use of the parish hall on only a few days notice, usually from 8am - 3pm.
7. **Non-Smoking Regulations:** Smoking is not permitted anywhere in the parish hall or Church. As per VIHA regulations there is to be no smoking within 3 metres of the entrance/exit to the premises.
8. **Clean up:** All groups must remove all decorations, table clothes, bottles, cans and garbage. Properly bagged garbage must be placed in the designated area. Garbage bags, towels and cleaning supplies are provided. Please leave towels in kitchen after use. The user group/renter is responsible for leaving the kitchen clean, including all stoves, equipment, counters and floors. A minimum hourly rate of \$50.00 will apply if this is not complied with. No goods will be kept for next day pick up, so please arrange your clean up accordingly. All remaining foodstuffs shall be deposited in garbage bags and placed in the garbage dumpster. Full use of kitchen facilities will require a \$100.00 custodial fee by the renter. All furniture must be returned to its original place. Appliances and utensils (sugar bowls, can openers, pots, pans etc.) must be returned to wherever they were taken from. Coffee urns must be emptied and washed and returned to their original location.
9. **Keys:** The renter shall make arrangements with the parish office for the pick up of the keys. The keys shall be left in the parish hall in a place determined at the time of the rental. Keys will be signed out at the parish office. DO NOT pass these keys on to anyone else. If these are lost or misplaced, you will be responsible for the cost of re-keying all doors related to that key. It is unlawful to duplicate these keys.
10. Maximum building capacity is 200 people, per Fire Department regulation.