



20 Young Road  
Kanata, Ontario  
K2L 1W1  
(613) 836-1001  
Fax: (613) 836-7305  
e-mail: [admin@stpaulshk.org](mailto:admin@stpaulshk.org)

## Policy Rentals and Catering

### Rental Categories

#### Category 1:

- To conduct approved ministries of the Church and the Diocese (as defined by Parish Council and / or the corporation) \*
- Parishioners using the facilities for personal, non-profit events
  - Parishioners defined as
    - faithful, contributing members of the parish;
    - eligible to vote at annual vestry

#### Category 2:

- The wider Anglican Community
- The Kanata Church Community (Ministerial)
- Not-for-profit organizations / Outreach
  - e.g. Kanata Choral Society, Red Cross, Girl Guides, Scouts, Rotary

#### Category 3:

- Commercial or profit-making uses
- General Public use
  - E.g. EPA, local hockey clubs, art classes, receptions, election polling stations, etc.

## Room Rental Terms and Conditions

### \* Insurance

- 1) It is mandatory that **all meetings and events** held at St. Paul's Church have appropriate liability insurance in the minimum amount of \$2,000,000.00. Liability insurance is required to protect both the client and the church. Liability waiver certificates are not sufficient and will not be accepted.
- 2) Before use of church facilities can occur, clients must satisfy the need for liability insurance by:
  - a) Providing to the church physical proof of valid and current liability insurance (Insurance Certificate), or
  - b) Purchasing liability insurance through the Diocesan User Group program at competitive rates. Rates vary depending on meeting/event frequency and numbers of people involved. Check with

the church office for current rates. The cost for Liability Insurance under this program will be added to the rental contract, and will be payable as a deposit prior to the meeting or event.

- 3) The only exception to the liability insurance requirement will be for St. Paul's Church and Diocesan sponsored meetings and events in category 1 and category 2. Such meetings and events are already covered under our existing Diocesan Insurance program. Please note that personal meetings and events sponsored by parishioners (e.g. wedding anniversary party) are not considered church sponsored and will be subject to the above liability insurance requirements.

### **Use of Facilities**

1. A separate cheque, payable to St. Paul's Anglican Church in the amount of \$100.00 for damage/key/cleaning deposit, may be required. This deposit will be refunded when the key is returned by the due date, and if the Lessee leaves the facilities in a good and clean condition. **The Lessee agrees not to make any key copies or to loan the key to anyone.**
2. Unless otherwise contracted, the Lessee is responsible for the setting up and taking down of all chairs and tables and returning them to their rightful place immediately following the event. Failure to comply will result in assessment of custodial fees at posted rates.
3. Food and beverages are only to be served in Fellowship Hall and Kitchen area.
4. Clients are responsible for providing their own audio/visual requirements. At this time, St. Paul's does not rent or supply any of this equipment.
5. Groups are to take all reasonable steps to ensure that only their members or guests enter the Church Facility.
6. Prior to departure, the Lessee must ensure that all windows and fire doors are closed, lights are turned off, and all entrance doors are locked.
7. Fire exits must not be blocked with furniture or decorations.
8. The Lessor reserves the right to authorize a representative to be present during the event in order to oversee the use of church property.
9. No decorations or notices are to be attached to the walls by tape, tacks, etc.
10. Broken or damaged property must be reported to the Lessor. The Lessee is responsible for all damage beyond normal wear and tear.
11. **No smoking is permitted in the building** and if butt buckets are placed outside, the Lessee must dispose of them.
12. All telephone calls made from the Church's telephone system are logged. We record the number called, the extension from which the call was made, the time and duration of the call. The conversation is not recorded. If long distance calls are placed from telephones in the part of the building that you are using, you will be charged the greater of the cost of the calls plus a 25% administration fee, or \$10.00
13. Under exceptional circumstances, and with appropriate notice to the lessee, the lessor reserves the right to recover the use of its facilities from the lessee, as outlined in this agreement, for the purposes of conducting religious services and/or church business. If alternate accommodations cannot be mutually agreed upon and where fees have been prepaid, a prorated refund will be provided by the lessor to the lessee.

### **Discounts**

1. At the sole discretion of the Corporation of St. Paul's, discounts for frequent use (e.g. Weekly use for 10 months) may be applied for a specific group – rates to be negotiated on a per case basis.

## **Kitchen Facilities and Catering**

***(Note: This is a limited, not a full-service, offering)***

1. At the present time, St. Paul's does NOT specifically offer food preparation services or table service for any category. On occasion, provided volunteers are readily available and organized, limited food preparation and table service may be provided for a specific event in category 1 only.
2. St. Paul's Catering team will purchase food on request for specific events and arrange for its delivery to the kitchen. Such purchases will be charged to the client at cost plus a margin and may require an early down payment at time of contract signing. Once contracted, no credit for unused food and beverage can be made.
3. Unless claimed by the client immediately following the event, food and beverage left over following an event will be disposed of by the church without credit to the client.
4. Consumption of alcoholic beverages, if desired, will require appropriate LLBO permits to be acquired by the client. The client will ensure that appropriate supervision to monitor alcoholic consumption by all participants is provided in accordance with LLBO regulations. (Note: LLBO permits may be acquired through LCBO stores and may take up to two weeks to process.). St. Paul's assumes no liability for any claims arising from the sale and consumption of alcohol at client events held at St. Paul's.
5. Clients may utilize the services of an outside caterer for food and/or service if they desire. They may also provide their own dishes and cutlery and other kitchen equipment. St. Paul's prefers that clients arrange for rental of their own dishes. A fee for use of dishes is applicable should the client arrange for use of St. Paul's dishes. There will be no charge to clients by St. Paul's for catering services by others but any use of our kitchen facility or equipment will generate a client fee based on the current rates schedule in effect.
6. Additional-custodial fees will apply if kitchen and hall facilities are not left in a clean and orderly fashion.