

# AGREEMENT FOR USE OF FELLOWSHIP HALL/KITCHEN AND/OR EQUIPMENT

## USER INSTRUCTIONS

- Book facility a minimum of one week in advance
- All bookings must be made through the Secretary or the Rector
- Bookings are at the discretion of the Rector
- The date requested will only be held if all the paper work has been filled in and returned to the Church office a week in advance.
- Church keys **must** be returned the week following the function.
- The Church alarm code is to be kept private and used only at the time of the function.
- The Board of Health requires the use of a commercial dishwasher at all Church functions

## CONDITIONS:

1. Maximum of 160 people (Fire Department Regulations)
2. Persons using Fellowship Hall and the Church Facility are responsible for their own set up, take down and cleanup
3. To ensure the facility is returned to the same order and cleanliness, cleanup must take place immediately following the event, unless prior arrangements are made when booking
4. \*The person signing the booking is responsible for ensuring that the User Instructions are carried out.
5. No unauthorized persons shall be permitted in the facility (*provide list of all helpers prior to event*)
6. The facility can only be used for the use described in the booking
7. Alcoholic beverages are prohibited in and/or on the premises
8. Candles **must** be in enclosed suitable containers so as to avoid wax spillage on tablecloths, tables, etc.
9. All garbage **must** be put into garbage bags and put in containers outside the kitchen door
10. All lights **must** be switched off before leaving the building (*with the exception of the lighted cross in the Narthex*)
11. All exit doors/windows **must** be secured
12. The alarm system **must** be activated
13. Instructions for use of kitchen equipment and utensils will be explained at the time of booking
14. All appliances (stove, coffee maker, kettle, etc.) **must** be turned off before leaving
15. Outside groups are required to bring their own linens, wash cloths and dry towels as they are not supplied.
16. If the use of the church linen tablecloths is arranged through the office, the caterer (or person booking the hall/facility) is responsible for the dry-cleaning of the linens used and the cost involved
17. If you intend on playing sports, only non-marking or white soled sneakers are permitted in the gym
18. A damage deposit of \$100.00 is required in advance of the function and will be returned to the caterer (or person booking the hall/facility) following inspection of the kitchen, hall, washrooms, facility, etc.
19. The damage deposit applies to anything damaged, broken, or missing and to improper clean up (dishes left dirty, tables and chairs left out, black marks on gym floor, etc).
20. There is no charge for the use of our hall; however, a minimum donation of \$25.00 or more would be appropriate to help with costs associated with maintaining the kitchen and hall facilities

**FOR USE OF FELLOWSHIP HALL AND KITCHEN FACILITIES**

(Please print)

NAME OF GROUP/PERSON \_\_\_\_\_

NAME OF GROUP CO-ORDINATOR \_\_\_\_\_  
(if applicable)

ADDRESS OF GROUP/PERSON \_\_\_\_\_

PHONE NUMBER OF GROUP/PERSON (      ) \_\_\_\_\_

PHONE NUMBER OF GROUP CO-ORDINATOR (      ) \_\_\_\_\_  
(if different then above)

E-MAIL \_\_\_\_\_

EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_

ESTIMATED NUMBER OF PEOPLE \_\_\_\_\_ PRICE PER PERSON \$ \_\_\_\_\_  
(if applicable)

DAMAGE DEPOSIT REQUIRED? Yes \_\_\_\_\_ No \_\_\_\_\_ AMOUNT OF DEPOSIT \$ \_\_\_\_\_

DONATION REQUIRED? Yes \_\_\_\_\_ No \_\_\_\_\_ AMOUNT OF DONATION \$ \_\_\_\_\_

\*DEADLINE FOR RESERVATIONS (usually seven days prior to event) \_\_\_\_\_  
(if applicable)

ADDITIONAL INFORMATION: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMERGENCY CONTACT PERSON \_\_\_\_\_

TELEPHONE NUMBER (      ) \_\_\_\_\_  
(must be different then phone number of Group/Person listed above)

ST. JAMES THE LESS CONTACT PERSON \_\_\_\_\_  
(If applicable)

TELEPHONE NUMBER (      ) \_\_\_\_\_

**\*\*NO ALCOHOLIC BEVERAGES ARE PERMITTED TO BE SERVED OR CONSUMED ON CHURCH PREMISES**

**\*\*NO SMOKING IN THE CHURCH BUILDING OR AT THE FRONT ENTRANCE**

\_\_\_\_\_  
Signature of person catering/booking the hall/facility

\_\_\_\_\_  
Date Signed

**PLEASE CHECK OFF ITEMS YOU INTEND TO USE FROM THIS FACILITY:**

STOVE	_____	DISHWASHER	_____
REFRIGERATOR	_____	GLASSES	_____
DEEP FREEZE	_____	*CHAFING DISHES	_____
TOASTERS	_____	DISHES	_____
COOKIE SHEETS	_____	CUTLERY	_____
BAKING PANS	_____	CHINA CUPS/SAUCERS	_____
VASES	_____	COFFEE URNS	_____
CANDLEHOLDERS	_____	COFFEE THERMOSES	_____
TABLECLOTHS:		TEA THERMOSES	_____
* WHITE ROUND	_____	PUNCH BOWLS	_____
*WHITE RECTANGULAR	_____	STOCK POTS	_____
**GREEN ROUND	_____	CHAIRS/TABLES	_____
***CLEAR ROUND	_____	SPORTS EQUIPMENT	_____

\*All White Linens **must** be dry-cleaned immediately following the function **at the user's expense, this is not negotiable.**

\*\*Green Tablecloths **must** be laundered, ironed, and returned to the Church within 48 hours of the function, **this is not negotiable.**

\*\*\*Clear Tablecloths **must** be wiped clean with soap and water, dried, folded, and re-hung.

**REMINDER:**

THE CHURCH DOES NOT SUPPLY FUEL FOR THE CHAFFING DISHES, TEA, COFFEE, MILK, CREAM, SUGAR, SWEETENER, CANDLES, NAPKINS, DISHCLOTHS, DRYING TOWELS, ETC. You will need to supply these items yourself or arrange to purchase from the church as follows:

- \*Chafing fuel @ \$2.00 per can (3 hour supply)
- Tea, Coffee packets @ \$1.00 per packet

**BY SIGNING BELOW YOU ARE CONFIRMING THAT:**

- All information you have provided in this form is correct and true
- You have read this form in its entirety and understand fully all rules and regulations, expenses, and instructions.
- You will follow the Agreement For Fellowship Hall/Kitchen and/or Equipment Use and will make sure those in your party/group do so as well.

\_\_\_\_\_  
Signature of person catering/booking the hall/facility

\_\_\_\_\_  
Date signed