



# Christ Church Cathedral Ottawa

## FACILITIES BOOKING FORM

Event start date: \_\_\_\_\_

Lessee – organization or group: \_\_\_\_\_

Contact person: \_\_\_\_\_

Mailing address: \_\_\_\_\_

City \_\_\_\_\_ Prov \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone: ( ) \_\_\_\_\_ (work) ( ) \_\_\_\_\_ (cell)

Email: \_\_\_\_\_

Proposed use of facility: \_\_\_\_\_

Date(s):

Time: Start \_\_\_\_\_ (am/pm) End \_\_\_\_\_ (am/pm) No. of People \_\_\_\_\_

Set-up time: \_\_\_\_\_ (am/pm)

Designated event representative (on site at the event): \_\_\_\_\_

Caterer: \_\_\_\_\_ Telephone: ( ) \_\_\_\_\_

Alcohol: \_\_\_\_\_ Yes ( ) No ( ); refer to additional conditions.

Lessee Liability Insurance: Certificate # \_\_\_\_\_

Insurance Company \_\_\_\_\_

**(If no insurance coverage, premium included below)**

Date of booking request \_\_\_\_\_

**SECURITY AND BOOKING DEPOSIT PAYABLE UPON SIGNING** (Separate cheque or credit card - *Refundable after event upon satisfactory inspection. Non-refundable if event is cancelled within 30 days of event.*)

Hall \$200; Cathedral \$500 Date received \_\_\_\_\_

Full payment due 30 days prior to start date of event. Date received \_\_\_\_\_

**Facilities Required**

Cathedral ..... : \_\_\_\_\_

Great Hall ..... : \_\_\_\_\_

Hall Kitchen ..... : \_\_\_\_\_

Foyer ..... : \_\_\_\_\_

Liability Insurance Premium (tax included) ..... : \_\_\_\_\_

**Total Rental Charges** ..... : \$ \_\_\_\_\_

Notes:

On behalf of \_\_\_\_\_, I have read the conditions for the leasing of the facilities and agree to abide by them.

Dated: \_\_\_\_\_ Signature: \_\_\_\_\_

For the Corporation of Christ Church Cathedral Ottawa

Dated: \_\_\_\_\_ Signed: \_\_\_\_\_

=====

**Office use:**

Event ended (time of departure) \_\_\_\_\_

Event staffing \_\_\_\_\_ Total hours \_\_\_\_\_

Deposit return date \_\_\_\_\_ Date approved \_\_\_\_\_

Amount \$ \_\_\_\_\_

## Physical room set up

**Great Hall**

**Other space (e.g. foyer)**

**Additional notes**

**Initials** \_\_\_\_\_

## **Christ Church Cathedral Ottawa Facility Rental Policies and Guidelines**

We have a beautiful setting in downtown Ottawa that represents the dedication and investment of the congregation for more than 120 years. In the recent past we have added a new Great Hall complimented by a commercial kitchen and additional meeting rooms. We encourage the widest use of our facilities in furthering the ministry of the church and in serving the community.

The primary purpose of the Cathedral facilities is to provide space for the ministry and activities of the parish, its members, and its committees and affiliated organizations. We also strive to make the building available to others in our community as a place for devotion for work, for education, and for recreation, without assuming responsibility for the opinions or activities of any organization that is not officially connected to the parish. Christ Church Cathedral does not discriminate as to race, creed, national origin, disability, gender or sexual orientation. If your event is advertised or announced as being open to the public, all persons who present themselves must be admitted within the capacity of the facilities contracted for, regardless of race, creed, national origin, disability, gender or sexual orientation.

We ask those wishing to use our church facilities to be sensitive to the fact that this is a place of gathering, of worship, and of caring for our church family.

### **Requests for Use of Church Premises**

All requests for space for activities should be made to the Facilities Booking Manager, Josephine Hall, at [Josephine.hall@ottawacathedral.ca](mailto:Josephine.hall@ottawacathedral.ca) Wedding, funeral and memorial service requests should be made to the clergy at [info@ottawacathedral.ca](mailto:info@ottawacathedral.ca)

### **Payment and Refunds**

A signed contract accompanied by full payment of the deposit is required to secure the booking of any space. The deposit fees are specified at the bottom of the first page of this document.

Full payment of the rental fee(s) is due 30 business day before the start date of the event. If this payment is not received, the booking may be cancelled by the Cathedral booking office. E-transfers, cheques and debit/credit card payments will be accepted. Repeat renters may pay monthly in advance.

The deposit will be refunded if a change of date or cancellation is made two weeks or more prior to the scheduled date of the event. One half of the booking fee will be refunded if a change of date or cancellation occurs seven days or more prior to the start of the event. No refund will be given if the change of date or cancellation notice is received less than seven days prior to the scheduled start date of the event.

### **Equipment**

On request, a projector can be provided. A sound system may be available in the Cathedral and/or the Great Hall. Wi-Fi is available in the foyer and Great Hall.

Kitchen equipment including dishwashers, food warmers, fridges and freezers may only be used where specific arrangements have been made and the contract specifies this. Renters are responsible for proper use of all equipment. Assistance and/or instructions are available.

**Initials** \_\_\_\_\_

## Event representative

Each group is to appoint, and have present throughout the period of each event, a designated event co-ordinator who is responsible for all aspects of the event including service of food and/or alcohol and who is fully conversant with and responsible for the steps to be taken in case of emergency including, but not limited to, fire, accident, illness, evacuation of the premises. A written report will be required for any incident that occurs, particularly if it involves the services of the police, ambulance or fire department.

## Use of Facilities

1. Food may be served only in the Great Hall and foyer space.
2. Food may not be prepared on the premises. Food supplied by caterers or renters may be warmed in the Great Hall Kitchen or the Lauder Kitchen. Renters are to supply their own condiments, tablecloths, napkins, dishes and cutlery. All property of the renter must be removed from the premises at the end of the scheduled event unless specific arrangements have been made with the Cathedral booking office.
3. Christ Church Cathedral Ottawa is committed to environmentally responsible use of all resources. We ask renters to help fulfill this commitment by following all recycling instructions and avoiding, whenever possible, the use of disposable, non-biodegradable materials such as styrofoam and plastic when planning and conducting events. All church levels are wheelchair accessible (except the choir rooms).
4. All garbage and recycling is to be removed from the premises. Garbage bins are provided at the kitchen areas and other sites as agreed. Renters are responsible for supplying garbage bags or other containers to remove recycling and garbage. These must be emptied and the contents removed from the cathedral site. No food is to be left in the refrigerators without prior arrangement. All countertops and tables are to be cleaned and floor spills wiped up.
5. The premises and all equipment are to be left in the same condition as they were when your event began. If chairs and tables have been set up for your event, it is not necessary for you to put them away. If you have moved equipment or furniture, please return it to its original location. In the case of damage to church property, renters are responsible for the cost of repairs required to restore to original condition.
6. Decorations or other materials may be placed on the walls and windows ONLY with materials that do not damage or mark such surfaces (ex. painter's tape), and all decorations are to be removed at the conclusion of the event.

All decorations must be removed without any resulting damage or effect to the walls or other spaces. Please do not use Scotch tape, masking tape, staples or tacks anywhere on the walls to secure decorations. Sparkles, glitter and confetti like products are not permitted.

**Open flames and flammable materials** may not be used.

7. Use of premises is restricted to only those facilities and times that are specified in the rental contract. The facilities must be vacated at the agreed upon time to accommodate staff assigned to close and secure the building at the end of the event.

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8. Use of premises is restricted to only those facilities and times that are specified in the rental contract. The facilities must be vacated at the agreed upon time to accommodate staff assigned to close and secure the building at the end of the event.

**Late departures will result in additional fees.**

### **Publicity**

The name Christ Church Cathedral shall not be used as the sponsoring organization in any advertising or promotional literature for any event, unless it is an "official" Cathedral event or unless specific written permission has been granted. The Cathedral telephone number is not to be used as the number to call for further information about your event.

### **Alcoholic Beverages**

Consumption of alcoholic beverages, if desired, will require the appropriate LLBO permit which is to be acquired by the renter. LLBO permits can be obtained through LLBO stores or online and can take up to two weeks to process. Application and acquisition of the license is the responsibility of the renter. A copy of the license must be submitted to the Cathedral booking office at least 7 days before the start date of the event. Failure to provide the license may result in a revocation of permission to have alcohol served and/or sold at the event.

The renter will ensure that appropriate supervision to monitor alcohol consumption by all participants is provided in accordance with LLBO regulations. The Cathedral assumes no liability for any claims arising from the sale and consumption of alcohol at renters' events held in any of the Cathedral facilities.

Sale and/or service of alcohol requires specific insurance coverage that includes this consideration. Proof of such coverage is required a minimum of 7 days before the start of the scheduled event.

### **Smoking Policy**

Smoking is not allowed in the building and must be confined to the designated area outside and away from any entrances to the cathedral. Smoking materials are to be disposed of in containers provided by the renting group for this purpose.

### **Noise**

Noise must be kept within acceptable limits at all times so as not to disturb neighbours. There is a city ordinance which forbids noise which will intrude on neighbours after 11:00 pm.

### **Insurance**

It is mandatory that all events held at the Cathedral have appropriate liability insurance by either:

- providing physical proof of valid and current liability insurance, or
- purchasing liability insurance through the Anglican Diocese of Ottawa, which can be arranged through the facilities booking office. Proof of insurance coverage must be submitted to the booking office a minimum of 7 days prior to the event.

**INDEMNITY CLAUSE:** The renter is responsible for all damages to the premises and shall indemnify and hold harmless the Christ Church Cathedral and the Anglican Diocese of Ottawa against every demand, claim, cause of action, judgement and expenses which may result from the event including liability for any personal injury, loss by theft or other mishap.

PLEASE NOTE THAT IF THE COST OF LIABILITY INSURANCE IS PURCHASED AS PART OF THIS CONTRACT, THERE IS A \$1,000 DEDUCTIBLE.

### **Security**

A Cathedral representative must be on duty, and designated to this task, whenever space is rented. This person will open the premises 30 minutes prior to the event and secure the building when the event is over.

### **Parking**

There is on-street parking on Queen Street, and commercial parking in the area. There is no on site parking. In most cases, event attendees should be encouraged to travel by transit, either bus, LRT, Uber or taxi.

*Latest update on 01/01/2024 CCCO - Facilities Rental Contract and Guidelines.doc*

**Initials** \_\_\_\_\_