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## Holy Trinity Hall Facility Agreement

The Church Hall is available for use by groups on a pre-arranged, cost recovery basis. Please contact [bookings@holytrinityns.org](mailto:bookings@holytrinityns.org) to inquire and make booking arrangements.

### Hall Use Rates

|                  |          |
|------------------|----------|
| Hall Full Day    | \$160.00 |
| Hall Half Day    | \$100.00 |
| Kitchen Full Day | \$115.00 |
| Kitchen Half Day | \$57.50  |
| Tea/Coffee       | \$55.00  |

*Half days are Morning (9am-1pm), or Afternoon (1pm-5pm) or Evening (5pm to midnight)*

1. **Payments** for Hall use can be made by cheque to Holy Trinity Church or by etransfer to [givings@holytrinityns.org](mailto:givings@holytrinityns.org). Include the event name, invoice number and date in the note field.
2. **Insurance** is required for any events not hosted by Holy Trinity Church. The Bookings Coordinator will confirm the requirement for insurance. If insurance is required, a copy of the policy is required in advance of the event. More details are below.
3. **Respectful Conduct Policy Agreement** is to be read and the **Policy Acknowledgement form A2** signed and returned prior to the event.
4. **Audio Visual:** television, projector, DVD player, and sound system are available, for an additional charge and prior arrangement with the Bookings Coordinator.
5. **A liquor license** (and the permission of the rector) is required if alcohol will be served
6. There is **no smoking** permitted in the Hall or anywhere outdoors on the church premises.
7. Please leave the hall (and kitchen, if used) in a clean and tidy condition following use. We do not charge for janitorial service unless this expectation is not met.
8. **Keys** and/or access to the Hall will be arranged by the Bookings Coordinator. If keys are provided, they are to be returned right after the event by dropping them through the mail slot in the office door.

Thank you for your cooperation.

I \_\_\_\_\_ will abide by these usage rules.

\_\_\_\_\_  
Signature of Hall Users)

\_\_\_\_\_  
Date

**Insurance:**

1. The Anglican Synod of the Diocese of British Columbia requires that the Hall be covered for liability insurance by the user. If the user does not carry such insurance, "Liability Insurance for Individual and Group Users" is available through most local brokers. Please refer to our brochure "Insurance Made Simple" 3rd Party User Group Liability" and "How Tenants Prove or Apply for Liability Coverage". In the past, the Synod has recommended AON Reed Stenhouse Inc., though you can use any company you prefer.
2. Organizations which already carry insurance are asked to add "The Anglican Diocese of British Columbia - Holy Trinity Anglican Church (to include Hall and Surrounding Area)" to their policy as an Additional Insured for the event. Please see our brochure "Liability Insurance for Individual and Group Users" for more information.
3. If you are using an outside caterer, please ensure that the Holy Trinity Anglican Church is added to their policy as an Additional Insured. Please also ensure that they have Worker's Compensation and/or BC Work Safe coverage for their employees.

**Hall Amenities:**

Heat: The heat thermostat (located just outside the kitchen door) is automatic, and the instructions for turning up the heat and resetting it on leaving are beside the thermostat. Please follow these instructions.

Tables and chairs: When your event is finished, please leave tables and chairs where they are (i.e. you do not need to stack tables and chairs). We have over 80 chairs and a number of benches, and 15 square card tables as well as a large number of fold-up dining tables.

China and cutlery: China and cutlery are available in the kitchen. They must be washed in the automatic dishwasher and placed back in the cupboards. Please follow the instructions for use of the dishwasher which are posted in the kitchen.

Tablecloths and napkins: Table cloths are available in varying sizes and styles. If used, they must be taken home for laundering and returned within a week. This also applies to tea towels. We do not supply paper napkins.

Window blinds: Please do not raise the window blinds. They may be opened or closed as you require.

Coffee and tea service: There are coffee urns available, as well as coffee machines and teapots. Jugs for juice and insulated pots for pouring coffee are also available. Teacups and mugs are in the kitchen cupboards.

Overhead screen: Please use caution in pulling it down. It is easily jammed. Do NOT open to its full extremity. Please rewind after use.

**Cleanup:**

1. A large dust mop and brooms are available to clean the floor after the event.
2. Spills should be cleaned up immediately to avoid slips and falls. There are paper towels in the kitchen.
3. Recyclable paper and cardboard go in the blue box; kitchen waste goes in the containers provided on the kitchen counter.
4. All debris should be collected and put in the garbage container in the kitchen.
5. Check and clean the washrooms.

Recycling: Items for recycling, i.e. cardboard and paper, are to be cleaned and placed in the containers in the back of the kitchen. Soft drink containers must be collected and you are responsible to remove from the hall and recycle.

Garbage: ALL leftover food is to be taken home or disposed of in the garbage or recycling containers. Please do not leave any food or drinks in the fridge. Garbage from the kitchen and bathrooms is to be placed in plastic bags (you provide) and tied and placed in the outdoor garbage container.

**Closing up:**

1. Check that no windows are opened, the three washroom windows are closed and locked, and all outside entry doors are locked.
2. Reset the heat thermostat if it was used.
3. Please check that the television and DVD player, sound system, dishwasher, stove, coffee urns and coffee machines are turned off before you leave.
4. If it is an after-dark event, all inside lights are to be turned off when leaving.