

FORWARD

**Welcome to “A Visitation Banquet Centre” at
Our Lady of the Visitation Church
5338 Bank Street, Ottawa, ON. K1X 1H1**

October 21, 1998 – This Parish meeting resulted in recommendations for the Centre requirements as follows:

- Weddings, Baptisms, Confirmations, First Communications, Funeral Receptions
- Social Events, teen dances, card playing groups, church suppers, Arts and Craft Shows & Sales
- Rental of hall to general public
- Knights of Columbus meetings and events
- Children’s Liturgy and Day Care (Seniors/Children)
- Choir practice and after Mass receptions
- Capacity to hold 200 people – conference style

The Centre is an extension of the Church – a place offering an opportunity to do God’s work; motivating parishioners to become involved in their Parish. It may assist all in the quest to live true Christian lives.

Under Vatican II the centre will serve as a gathering place for our parish community. As our parish grows, so will the use of the parish hall grow. This resource will foster an increased interest and commitment to our Christian community in general and our parish community specifically.

The front Lobby offices will be “inviting” and welcoming to both parishioners and the community.

We welcome your intention to use and enjoy our Parish Centre and its facilities. Rental must be arranged in advance through the Manager of the Hall. Its rental and usage must be in accordance with the “Rules and Regulations” adopted by the Parish Council.

“A VISITATION BANQUET CENTRE”

GENERAL INFORMATION

AND

OPERATING RULES AND REGULATIONS

LEASING

To confirm rental for our function you must complete an application form attached hereto as Schedule “A”. You must pay the full rental and other charges as set in the Lease attached as Schedule “B”. Your rental fee will not be refunded in the event of cancellation unless we are able to re-book the facility for the cancelled date. The Manager of the Centre (hereinafter referred to as the “Hall”) will prepare the required Lease for your signature.

BEVERAGE AND ENTERTAINMENT AND EXCLUSIONS

(a) No beverage of any kind may be brought into the Hall unless in accordance with the provisions of the Lease. Alcohol may only be served in accordance with the applicable legislation of the Province of Ontario after having obtained the required license. No liquor service will be permitted after 12:00 o'clock am. All music and entertainment shall cease at one (1:00) o'clock a.m. **SMOKING IS NOT PERMITTED IN THE HALL AT ANY TIME.** Lessees of the Hall and their guests are reminded that the Hall adjoins our Church and Rectory and are therefore expected to conduct themselves in a manner which will not disturb these other uses of the property.

(b) The Parish Council has determined that the Hall shall not be rented for “stag parties, mixed stag parties” or similar events.

(c) The Parish council reserves the right to accept or decline any Application to rent the Hall.

PARKING

All vehicles must be parked in the designated parking areas. There are fire regulations affecting the driveways leading to the Hall, Rectory and Bank Street. These parking regulations are strictly enforced by the City of Ottawa by-law authorities. Guests may be dropped off and picked up in the parking lot adjacent to the main entrance to the Hall. All deliveries shall be made through the door at the back of the Hall (Cemetery side).

CAPACITY

Lessees are advised that the Hall has a capacity of 165 persons and are expected to comply with this limitation. The Fire Department of the City may inspect and enforce

the capacity specification at any events and any and all infractions are the responsibility of the Lessee.

DECORATING

Arrangements for the decoration of the Hall for any event must be made in advance with the Manager. Nothing shall be affixed to the walls or ceiling of the Hall and no staples, nails, tacks, scotch tape or similar materials shall be used anywhere therein. Materials which will permanently mark or damage the facility must not be used. NO CONFETTI, RICE, LOOSE GLASS SHAPES, TABLE SPARKLES or OPEN FLAMED CANDLES ARE PERMITTED IN THE HALL OR ELSEWHERE ON CHURCH PROPERTY. Candles in approved holders and locations, free standing decorations and floral arrangements are permitted. The right to exclude any decorations is the prerogative of the Church.

DATES HALL NOT AVAILABLE

The Hall is not available for rental on New Years Day, Christmas Eve, Christmas Day, Boxing Day, Ash Wednesday, Holy Thursday, Good Friday, Easter Saturday and Easter Sunday.

KEY

The Lessee shall arrange with the Manager to have the "Hall" opened by a security person on the day of the event. It shall be the responsibility of the Lessee to ensure that a specific time is determined during which time the security person is required on duty for the event. A key will not be handed out.

LIABILITY INSURANCE

The Lessee shall be required to provide public liability insurance coverage of at least two million dollars per occurrence in those instances where the Parish Council deems it appropriate that such coverage is necessary. In most instances this coverage is available as a rider to a home insurance policy. Our Lady of the Visitation Church must be named as "co-insured". The Lessee is responsible for any and all damages to any property/chattels.

SECURITY

The "Hall" shall provide security personnel for the event at the expense of the Lessee which cost shall be paid in advance of the event. Even though the "Hall" will provide security personnel for your occasion, this does not absolve the Lessee from any and all responsibility.

CATERERS

Just wait until you see our line-up of caterers. 5 delicious choices!! Yum...Yum...Yum...

Caterers qualified to operate in the “Hall” are subject to the following:

- Any caterer’s accessibility may be suspended at any time.
- No charge / rebated / commissions from / to caterers in order to maintain superior relations – resulting in caterers recommending the hall.
- Caterers have access to kitchen facilities – not dishes / utensils.
- If liquor is requested by the client – the caterer will arrange for the license – the liquor – and the “smart server”.
- Allow caterer “in” before functions as possible to “set-up” tables, etc. as arranged by the manager.
- Caterers may rent small stage to clients and set up, as well as “risers” for “head table”.
- Caterers must show their bon fide credentials annually – (kitchen inspection permits – etc.) before being accepted to operate in the “Hall”. Negative publicity due to poor food or poor services reflects poorly / badly on the “Hall” and the Church.

RENTAL FEES

1. Friday-Saturday – (11:00 a.m. to 1:00 a.m.) \$895 plus \$300 damage deposit payable in full upon booking (6 mos. to 1 year prior to function). No refund upon cancellation unless able to re-book date with another renter. Damage deposit returned by cheque regardless. Payments accepted on Visa or MasterCard, Pay Pal, certified cheque or cash.
2. Monday-Tuesday-Wednesday- Thursday –Half day - \$400.
\$35. per hour – Minimum 2 hours – Maximum 3 hours after which the “half day” rate will apply.)
3. Friday – Saturday – Sunday
Social and Family events – “half days” -\$600.
4. Lessee must show \$2m. Insurance policy prior to function showing Our Lady of the Visitation Church as the co-insured.
5. Church rental fee/ Marriage fee - \$400. (attending parishioner \$250.)
Organists, vocalists, musicians, altar servers, etc. are additional.
6. Funeral Reception - \$250 (public) \$175 (Parishioner).

7. Community Groups:
Reduced rate Monday-Thursdays for “polls” / charities / service groups / teachers
8. Security person or manager “opens” for lessee access. No key given. May allow previous day access for “set-up” where deemed appropriate by manager.
9. All marriages conducted on the premises must be in accordance to the Roman Catholic Rite and conform to Canon Law.

The Manager reserves the right to vary or waive any of the above charges in appropriate circumstances.

- (a) All rental charges and other charges shall be paid at the time the Lease is signed. All charges shall be paid in cash, certified cheque, Pay Pal, “Visa” or “MasterCard” and are not refundable except in the case of cancellations when the “Hall” is able to re-rent for that date. If cancelled, the damage deposit is automatically refunded.
- (b) “Parishioner” shall mean a person who is - or whose spouse, father or mother is - and has been - a registered member of Our Lady of the Visitation Church, Ottawa, Ontario for at least one year immediately preceding the date of the Application.

I ACKNOWLEDGE having read and agree to the foregoing
General Information, Operations Rules and Regulations.

Date _____

Lessee, or designated Representative