

**ST. PHILIPS ANGLICAN PARISH HALL RENTAL  
20 COADYS ROAD  
PORTUGAL COVE-ST. PHILIPS, NL**

**BETWEEN** The Anglican Parish of St. Philip, hereafter referred to as the **Landlord**

**AND** \_\_\_\_\_ hereafter referred to as the **Renter**.

**TERMS OF THE AGREEMENT ARE AS FOLLOWS:**

Rented by: \_\_\_\_\_

Identification: \_\_\_\_\_

Address & Postal Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Date of Rental \_\_\_\_\_

Time Required: From \_\_\_\_\_ to \_\_\_\_\_

Will function be open to the Public? Yes \_\_\_\_ No \_\_\_\_

Number of Persons attending function \_\_\_\_\_

**RENTAL FEE AMOUNT** \_\_\_\_\_ **DATE PAID** \_\_\_\_\_

**DAMAGE FEE AMOUNT** \_\_\_\_\_ **DATE PAID** \_\_\_\_\_

**TOTAL AMOUNT PAID** \_\_\_\_\_

**HALL KEY #** \_\_\_\_\_ **Date Received** \_\_\_\_\_

**Name of Persons responsible for Key** \_\_\_\_\_

**Address** \_\_\_\_\_ **Telephone** \_\_\_\_\_

**By signing below, the person responsible for picking up, using and returning the key to the Parish Hall Manager or Church Office, 20 Coadys Rd, Portugal Cove-St. Philips, agrees to be totally responsible for the key (or its replacement) and agrees to access the Parish Hall on the dates specified above ONLY.**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**DATE KEY RETURNED TO CHURCH/  
DAMAGE FEE RETURNED TO RENTER** \_\_\_\_\_

**Damage deposit** – A damage deposit will be required to obtaining the key to the building. If any evidence of smoking in the building is found, the damage deposit will be withheld in full. The full damage deposit will not be returned until any damages, if any, are repaired in excess of the damage deposit shall e the renter’s total responsibility. The Renter is responsible to adhere to the noise bylaw.

**CONDITIONS OF AGREEMENT:**

- 1) The premises include the building, adjacent grounds and the parking lot. Smoking is not allowed in the building. The building, including the bathrooms is a smoke-free environment. Due to fire risk, using candles, firecrackers or any source of open flame is also prohibited. It is the Renter's responsibility to ensure occupants/users strictly adhere to these conditions. Smoking must be away from the main entrance.
- 2) No alcoholic beverages are permitted for sale on the premises unless a liquor license has been purchased from the Newfoundland and Labrador Liquor Licensing Board and the Landlord has given prior approval for the event. No alcohol is to be consumed outside the building on the grounds.
- 3) In accordance with Town of Portugal Cove-St. Philips bylaws, no loud noise is permitted outside the building after 11 pm. All events must have ended by 1:00 am. **PERSONS MUST VACATE THE PREMISED BY 1:30 PM. NO EXCEPTIONS.**
- 4) All decorations, streamers and banners, etc., must be flame-proof. Sticky gum is to be used to adhere decorations to the walls. No scotch tape or push pins are permitted to be used. All decorations must be removed immediately before vacating the premises.
- 5) The kitchen is equipped with two microwave ovens, fridge, cooler, propane stove, two double sinks, and a dishwasher. An extra cost will be applied for use of the stove &/or dishwasher and instructions for their use must be given by the Hall Manager, to the Renter. Barbeques are permitted outdoors, set at a minimum of three feet distance from the exterior wall of the building.
- 6) Before the end of the rental period, the Renter is responsible for the following:
  - Wiping of tables & collapse and stack same & chairs at back of room.
  - Wiping kitchen counters & cleaning fridge, cooler, microwaves, stove & dishwasher if used.
  - Removing all garbage, picking up & disposing of refuse (including pet waste) from the parking lot and surrounding grounds.
  - Removing all personal possessions.
  - Checking and securing all windows and doors
  - Turning off all lights, propane gas and exhaust fans. (Please TURN OFF Bathroom Lights)
  - No long-distance phone calls are permitted on the Landlord's phone equipment.
- 7) Please adhere to the regulations regarding Parking.
- 8) **PLEASE DO NOT PARK IN FIRE LANE OR RECTOR'S DESIGNATED SPACE. ALSO PARKING IS PROHIBITED IN HANDICAP ZONE WITHOUT THE APPROPRIATE PARKING SIGN IN THE AUTOMOBILE**

Please note that the Landlord has the right at any time and from time to time to enter the hall at any time during the rental. The Landlord is understood as the Rector, Caretaker, Wardens, or their designate only.

**By signing this Agreement**, I the Renter, hereby agree to abide by the terms & conditions above and to be held fully responsible for any damage to the premises incurred by myself or any person attending said event.

The Anglican Parish of St. Philip, Vestry, Wardens, Rector and any appointed volunteers, or community members shall not be held liable or responsible in any way for any loss, damage or injury to: Renters or attendees (including pets or animals) of stated event, any equipment used, or vehicles in parking lots. The parish carries Liability Insurance Policy which covers events sponsored by Parish Groups; however the Renter is not covered under this policy.

It is recommended that the Renter carry its own organization or group Liability Insurance Policy, when renting this Hall.

**Renter's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Landlord's Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_