



DIocese OF VICTORIA FACILITY LICENCE AGREEMENT



Schedule “B” for Sacred Heart Catholic Church Additional Terms and Conditions Governing the Use of the Facilities

Date(s) requested for, and purpose(s):

Please see attached regulations, procedures, and Checklist.

1. Please note that in ALL our facilities:

- Provide a Certificate of Insurance, with the Bishop of Victoria as an added insured party.
- If liquor is served, you must apply and produce a Liquor License and certificate for \$2 million liability.
- The damage deposit is \$100. (Not applicable to Sacred Heart Parish Ministries & Groups)
- If clean-up is necessary after your event, you will be charged \$40 per hour cleaning fees (this money will be paid directly to the janitor for his services).
- After your event, please ensure that the facility is:
 - thoroughly cleaned;
 - the dish cloths and towels are laundered and returned;
 - all the tables and chairs are wiped clean before they are stored back in the storeroom or stacked;
 - all compost and garbage bags are cleared and discarded properly in the appropriate bins outside the church, or in your home.
 - Ensure all the lights (including in the washrooms), and any other electrical items that were used, have been SWITCHED OFF.
 - Complete the Facilities Checklist and sign it.
 - Remember to check that all the doors and windows are shut tight.
 - Arm the alarm using the FOB, and lock the doors.
- Should any cleaning be needed after your booking, there will be a cleaning fee of \$40 per hour that will be paid directly to the janitor.
- A cleaning fee of \$40 per hour will be charged should the carpet or floor need to be cleaned after your booking.

2. If the request is for the Parish Hall:

- Provide a Certificate of Insurance, with the Bishop of Victoria as an added insured party.
- If liquor is served, you must apply and produce a Liquor License and certificate for \$2 million liability.
- The damage deposit is \$100. (Not applicable to Sacred Heart Parish Ministries & Groups)
- The rental cost of \$70 per hour includes tables, chairs and use of the audio system. This includes the time for setup to cleanup. (Not applicable to Sacred Heart Parish Ministries & Groups)
- The Parish Hall is available only before and after Confession and Mass.
- There will be NO setup or cleanup during Mass.



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- The Parish Hall must be vacant during the Mass to avoid distracting noise permeating through the floor during the celebration of Mass, and disrespecting the celebration of the Eucharist.
- When the Audio/Visual Box is ON in the Parish Hall, please DO NOT TOUCH or alter it as a live-stream may be underway.
- After your event, please ensure that the Parish Hall is:
 - thoroughly cleaned;
 - the dish cloths and towels are laundered and returned;
 - all the tables and chairs are wiped clean before they are stored back in the storeroom or stacked;
 - all compost and garbage bags are cleared from the Parish Hall and discarded properly in the appropriate bins outside the church, or in your home.
 - Ensure all the lights (including in the washrooms), the audio/visual box, and any other electrical items that were used, have been SWITCHED OFF.
 - Complete the Facilities Checklist that can be found in the kitchen, and sign it.
 - Remember to check that all the doors and windows are shut tight.
 - Arm the alarm using the FOB, and lock the doors.
- Should any cleaning be needed after your booking, there will be a cleaning fee of \$40 per hour that will be paid directly to the janitor.
- When moving the chairs and tables, please use the dollies provided or carry them to avoid scratching the floor. A cleaning fee of \$40 per hour will be charged should the floor need to be cleaned and polished by the janitor.

I acknowledge and have read the above, and the attached Saanich Church Hall Kitchen Guidelines, and agree to adhere to all the required and implied policies, observances, procedures, and protocols.

Signed: _____ Date: _____

Name: _____

Group/Organisation: _____

Witnessed by:

Signed: _____ Date: _____

Name: _____