

St. Demetrios Greek Orthodox Church of Sarnia
1299 Murphy Rd. Sarnia Ont.
(519)542-1142

Hellenic Hall Rental Policy

Rental Policy, Instructions and Application

Approved by Community Council on May 30, 2007

Revised September 16, 2007

Thank you for considering the rental of the Hellenic Hall. The council of the Greek Orthodox Community of Sarnia and Vicinity oversees the hall. All members of this council are volunteers who donate their time to the community. We will try our best to assist you with your function but do advise that this hall is rented on an "as is" basis and may require you help in the set-up, operation and cleanup of your event.

The current rental rates for the hall are as follows:

Members in Good Standing: **\$250 plus any additional costs incurred including insurance, permits and clean-up + supervision if required.**

Non-Members (subject to approval by the Rental Committee)" **\$300 plus any additional costs incurred including insurance, permits and clean-up + supervision if required.**

Please note the hall is rented on an "As Is" basis.

The following Rental Policy contains important information regarding the use of the hall. It is imperative that you read and review the items listed.

Please note that the Rental will be considered NULL AND VOID if the application for hall rental is not completed and returned within two weeks of the application date, unless otherwise agreed to by the Rental Committee.

The application date is the date the application is mailed or otherwise provided to the applicant.

If you have any questions regarding the policy and its guidelines please contact the [church office](#) at (519) 542-1142.

1. Application

Hall rental applications may be obtained at the church office or by calling the church at the number above. All hall rentals for any parishioner, non-parishioner or Church organization require an [application](#). No rental shall be considered until a completed and executed application is submitted to the Rental Committee together with the appropriate fees (including the necessary security deposit.), at a time no later than two weeks after the application date.

All rentals are subject to the approval of the Rental Committee. An application to rent does not guarantee rental of the hall.

2. Rental Fee (Approved on May 8th, 2008 by Community Council)

Hall Rental
Rates subject to change.

Non-Parishioner - \$300.00 plus required insurance and other expenses incurred.

Parishioner (in good standing) and Non Profit Organizations - \$250.00 plus required insurance and other expenses incurred.

Parishiners who rent the hall for work or business pay the non-parishoner rate.

RENTAL RATES DO NOT INCLUDE CLEAN UP

The Rental Fee must be paid in full at least sixty (60) days prior to the rental date or with the application whichever is the sooner.

Parish function take priority over all other functions.

Rental Rates are Subject to Change without notice.

NON MEMBERS MAY NOT UTILIZE THE HALL FOR BUCK AND DOE, STAG, BACHELLORETTE PARTIES AND OTHER EVENTS DEEMED UNSUITABLE OR HIGH RISK BY THE RENTAL COMMITTEE.

3. Security Deposit

Hall Security Deposit

\$100.00

As stated above, the security deposit is due at the time of application. All money shall be returned if the application is not approved.

The security deposit will be returned within 14 days after your function providing that all of the guidelines have been adhered to and/or subject to any damages or miscellaneous expenses incurred during the rental period. If damages occur that are more than the security deposit, applicant agrees to either perform the repairs to the Church's satisfaction or pay for the extra damages.

4. Cancellation Policy

A written cancellation request must be received by the Church office. Refunds will occur as follows:

If the written cancellation is received 14 days or less -No refund.

Appeals to this cancellation policy may be made to the rental committee.

5. Time

Each rental shall be for a period of SIX (6) hours. Additional time (over the six hour rental time for the function) is subject to the approval of the Rental Committee at an additional cost of \$75.00 per additional hour, for no more than two additional hours. Additional cost is determined and subject to change by the Executive Board. Additional time must be requested at the time of application.

6. Capacity

The maximum capacity of the hall is limited to 150 (subject to review). St. Demetrios reserves the right to limit the size of any function.

7. Hall Set-Up

HALL SET UP IS THE RESPONSIBILITY OF THE RENTER.

Please note that the hall is often rented during the week and that set up may be restricted to the day of the event in some cases. The hall is typically rented every Thursday and Friday night at this time.

8. Decorations

Decorations shall be limited to tables only. No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures. Decorations shall be reviewed with rental committee for proper consideration of the Church facility.

9. Custodial Services

THE TENANT IS RESPONSIBLE FOR CLEAN UP.

THE CHURCH CLEANER MAY BE CONTACTED BY THE TENANT FOR CLEAN UP ASSISTANCE or the renter may undertake their own clean up. THE TENANT IS RESPONSIBLE FOR ALL ADDITIONAL CLEAN UP COSTS.

10. Hall Clean-up

Renting party is responsible for clean up of hall area, all decorations are to be taken down and trash to be deposited in plastic bags. The rental applicant is responsible for removal of all personal articles including leftover food, decorations, etc. All table tops, chairs, countertops and any appliances used must be wiped clean. In all cases, it is expected that the premises will be left in the order they were in when delivered to you for your event. This is critical to the security deposit refund.

Clean up is to be conducted in a reasonable amount of time and Saturday night events should leave the hall in a condition that is respectful of Sunday morning church service.

11. Kitchen Clean-up

NOTE: THE EXISTING KITCHEN AREA IS NOT A COMMERCIAL KITCHEN. A REFRIGERATOR AND MICROWAVE ARE AVAILABLE.

Renting party is responsible for clean-up of the kitchen area, if used. Rental applicant may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Facility Rental Agreement. Any damages done by the caterer or their staff or equipment taken from the premises by the caterer will be the responsibility of the renter and recovered through the security deposit. All food and beverages must be removed from the premises after the event. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment or other items may be left behind or stored on the property after an event unless prior arrangements have been made with Rental Committee representative, at time of booking. Rental applicant is responsible for the complete clean-up of kitchen area. (eg.- Countertops should be washed, ovens and microwaves should be cleaned, if used, floors should be swept, trash should be placed in plastic bags, coffee machine should be washed, wash and clean sinks and surrounding area. Do not leave excess food, condiments, or leftovers in the refrigerator or freezer without approval of the committee. In all cases, it is expected that the premises will be left in the order they were in when delivered to you for your event. This is critical to the security deposit refund.

12. Cooking

NO cooking or grilling will be allowed on the property. Only the preparation of cold foods and warm up of precooked hot foods will be allowed.

13. Kitchen usage

In kitchen rental, party/caterer may use the following: coffee pots, coffee urns, refrigerator, freezer, and microwave (for warm up only).

14. Kitchen restrictions

In kitchen rental, party/caterer may not use the following: dishes, china, pots, pans, utensils, table linens, serving trays, dishwasher or any paper goods or supplies without permission from the rental committee.

A charge for use of these items may apply.

15. Smoking Policy

This facility is a NO SMOKING facility and will be enforced. Any violation of this item may forfeit your security deposit and the particular party may be asked to leave the facility.

16. Indemnification / Hold Harmless

The renting party, by executing the application form, shall agree to indemnify and hold harmless the St. Demetrios Greek Orthodox Community and Church of Sarnia and Vicinity, its agents, servants, employees, and Executive Officers from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the renting party's use of the facilities.

17. Alcoholic Beverage Policy

The Hellenic Hall is not licensed to serve alcohol at this time.

18. Additional Permits

There are additional permits that parishioners, non-parishioners, and Church organizations must apply for to include the use of our bar services:

A SPECIAL OCCASION PERMIT, by law and with no exceptions, must be obtained from the L.C.B.O. (AGCO) to allow liquor sales. This is the responsibility of the rental applicant. The permit specifies the date and the hours in which the function is permitted to occur, and must be posted in a conspicuous location during the event. This permit takes time to get so please plan ahead.

THE PERMIT MAY BE OBTAINED AT

<http://www.agco.on.ca/en/b.alcohol/b3.specialpermit.html>

If obtaining permission to serve alcohol during event, rental applicant must purchase and provide Insurance coverage for event. Proof of insurance MUST be on file before day of event.

IF A SPECIAL OCCASION PERMIT IS UTILIZED, LIQUOR MUST BE CLEARED OUT OF THE HALL AT THE END OF THE EVENT.

19. Damages

Any damages that occur to the facility that are a direct result of your rental party will be deducted from the security deposit. If the damages amount to more than the security deposit, the applicant will be responsible for all costs to repair the hall to its original condition.

20. Amendments

This hall rental agreement may be amended by the rental committee to fit the particular needs of the rental party. This would require the approval of the Executive Board.

THE RENTAL COMMITTEE AND/OR THE ON SITE SUPERVISOR RESERVE THE RIGHT TO STOP ANY FUNCTION AT ANY TIME IF IT IS FELT THE ACTIVITIES ARE VIOLATING ANY ASPECT OF THIS AGREEMENT OR POSE A RISK TO THE HELLENIC HALL OR THE ST. DEMETRIOS GREEK ORTHODOX COMMUNITY. FURTHERMORE, ACTIVITIES NOT CONSISTENT WITH A COMMUNITY HALL SUCH AS ADULT ENTERTAINMENT WILL NOT BE TOLERATED.

KEY SUPPLIER CONTACT LIST:

KNIGHT'S CLEANING 519.337.2227

AGCO SPECIAL OCCASION PERMIT – EXMOUTH STREET LCBO OR AT THE WEBSITE
<http://www.agco.on.ca/en/b.alcohol/b3.specialpermit.html>

LINEN SUPPLIERS: CANADIAN LINEN:519.686.5000

INSURANCE SUPPLIERS: CRAIG MUSICO – MCALISTER HALLINGA 519.332.2061
FABIAN JAGOO – COOPERATORS INSURANCE

KEY PHONE NUMBERS:

St. Demeterios Greek Orthodox Church: 519.542.1142

PARISH PRESIDENT: LEO STATHAKIS 519.339.6072

PARISH VICE PRESIDENT: VAL XANTHOPOULOS 519.542.6267

PARISH TREASURER: BILL RIGAKOS 519.542.3832, or 519.490.1028

PARISH SECRETARY: NINA VACRATIS 519.542.6582

Hellenic Hall
299 Murphy Rd. Sarnia Ont.
(519)542-3832

Rental Request Form

Date: _____

I, _____ of
(Name)

Address of Applicant: _____

Telephone No. _____ email: _____
(Address)

do hereby make application to use the Hellenic Hall on

_____ for the following function:
(Date)

The hours of this function will be: _____

Alcoholic Beverages _____ will _____ will not be served.

If alcohol is served, I will acquire a liquor license. _____ (Initial)

I will acquire liability insurance and provide a copy of proof. _____ (Initial)

I understand that non-compliance with the regulations will result in a loss of part or all of my Rent and Security Deposit.

(Renters Signature)

Hall Rent: \$ _____ Security Deposit: \$ _____
(Returnable)

Total Paid: \$ _____ Amount Owing: \$ _____

I have read the Hellenic Hall Rental Policy and agree to all conditions of this policy:

Signature of Applicant: _____

Application Received by: _____

Date: _____

NOTE / Special Instructions
