



# СРПСКИ ПРАВОСЛАВНИ САБОРНИ ХРАМ “СВ. ОЦА НИКОЛАЈА”

*St. Nicholas Serbian Orthodox Cathedral*

149, 153 Nash Road South, Hamilton, Ontario L8k 4J9

## Rental Application

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

Are you (or a member of your household) a registered church member?

- Yes
- No

Hall requested:

- Upstairs hall
- Downstairs hall
- Both (individual fees will be applied)

Cleaning arrangement:

- Applicant agrees to clean the hall according to rental policy below.
- Applicant prefers and agrees to pay an additional fee of \$250 for third party cleaning.

Nature of Function: \_\_\_\_\_

\_\_\_\_\_

Number of Guests: \_\_\_\_\_

Number of round tables required (for seating): \_\_\_\_\_

Number of chairs required (for seating): \_\_\_\_\_

Number of rectangular tables required (maximum 4): \_\_\_\_\_

Times Required: \_\_\_\_\_ to \_\_\_\_\_

What is your preferred time to access the hall in advance for setup? (Please note, your preferred time cannot be guaranteed.)

- The night before, between 9pm and 10pm
- One hour before the start of your event

Reservations are on a first come – first served basis. Payment of rental fees will confirm your reservation. Your signature below indicates that you have read and will abide by the Rental Policy and Regulations as attached. If and when this Rental Application form has been approved, this Rental Application, including the Rental Policy and Regulations, shall form a binding agreement between the Applicant and St. Nicholas Serbian Orthodox Cathedral.

(For office use only) Other notes and requests:

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

### Rental Policy and Regulations

1. All persons or groups making use of the facilities of Saint Nicholas Serbian Orthodox Cathedral (also referred to as ‘the church’ in this document) shall be charged according to a fee schedule determined by Church Council. If the purpose of the rental is for church supported charity work, written application for a rate reduction may be made to Church Council.
2. All church related activities override use of the facilities by outside groups. The church reserves the right to pre-empt any function for unforeseen church activities that cannot be rescheduled. In such an event, the church will make every effort to accommodate the activity to the best of its ability.
3. If a rental application is received for the use of the church facilities from a non-member or member, the applicant is hereby informed that:
  - Church facilities are rented only in accordance with the confessions, doctrines and objects of the church. This means, for example, that rentals for private events can only take place on non-Lenten days. The hall can be rented on all days for funeral/memorial services and christenings, but for christenings on Lenten days, music is not permitted.
  - For all other private events, for the reservation to be confirmed, Church Council approval is required.
4. The church’s Council reserves the right to refuse the use of the facilities and is under no obligation to give reasons for such refusal.
5. Registered church members (and only those living in the same household), subject to paragraph 3 above, will receive a \$300 hall rental discount from the published Rental Fee Schedule, except for the deposit.
6. Registered church members (and only those living in the same household), subject to paragraph 3 above, will receive a \$5.00 per plate catering discount from the published catering menu.
7. The use of Cannabis, smoking, and vaping anywhere on Church property is prohibited.
8. Rental of the hall includes partial access to the kitchen, - countertops, sinks, and warmers-only. Persons or groups using the church’s facilities may also use the bar area.



9. Groups wanting full use of the kitchen may do so with an additional Three Hundred Dollar fee (\$300), which covers the cost of at least one dishwasher, hired by Saint Nicholas Orthodox Cathedral.

Notes:

- The dishwasher will oversee washing and putting away dishes, and general supervision of the venue.
- All dishes and cutlery must be returned to the kitchen by 11pm: Renters must scrape any solid food from dishes into the bin before stacking dishes in the kitchen for the dishwasher.
- Dishwashers are not responsible for food preparation, serving, clearing tables, or sweeping/mopping spills in the hall or washrooms.

10. For weddings, christenings, and other private events, it is the responsibility of the applicant to obtain and display the necessary **liquor permits** and documentation from the Alcohol and Gaming Commission of Ontario. You can visit the AGCO website, <https://www.iagco.agco.ca/prod/pub/en/Login.aspx> and follow the links for 'Special Occasion Permit'. You can also contact the AGCO Customer Service at 1-800-522-2876 or (416) 326-8700 or via email at [customer.service@agco.ca](mailto:customer.service@agco.ca). The AGCO Smart Serve responsible sales, service, and delivery training program should be adhered to. The sale of alcohol to minors is prohibited in Ontario. Alcohol is prohibited after 1:00 AM.

11. Regarding loss, theft, damage, personal injury, etc., the applicant is hereby informed that:

- a) Persons or groups using the church's facilities assume full responsibility for the proper supervision of any activities they conduct on the premises and are solely responsible for any claims for personal injury and for damages to the facilities or equipment arising as a result of their improper supervision or for any other reason.
- b) The applicant agrees to indemnify the church against all manner of claims and actions arising from the use of the facility by the applicant. The church is not responsible for the loss or theft of personal effects or equipment of the applicants or for the personal injury of any person attending on the invitation of the applicant. Persons or groups must obtain **Party and Alcohol Liability Insurance or Special Events Liability** (events with Live Music) from PAL Canada, <https://www.palcanada.com/index.php/en-us/>, or from a reputable insurance broker.
- c) To ensure that the church will be indemnified and held harmless for any claim made against it as described in a) and b) of this paragraph, the church, in its sole discretion, may require the applicant, and when such is the case, the applicant hereby agrees, to provide the church with a certificate of insurance for the event or function to be held by the applicant on the premises of the church on the date of the rental.

12. A security deposit of Three Hundred Dollars (\$300.00) is required and must be made upon approval of the rental application. The applicant is expected to leave the facility and all equipment in their original condition. Damages will result in the loss of the security deposit.

In addition, (unless the applicant agrees in advance to pay an additional cleaning fee of Two Hundred and Fifty dollars {\$250}):

- All garbage must be placed in bags and gathered in front of the bar. Drinks and liquids must be emptied before placing in garbage bags.
- Tables must be wiped-down.
- All of the applicant's contents must be removed.
- Unusual costs of clean-up will result in deductions from the security deposit of Two Hundred and Fifty Dollars (\$250).

13. All payments for the use of the facilities must be made at the time of the application. All cancellations of events must be received by the Church Council at least one (1) month prior to the engagement date to obtain a full refund. Events cancelled less than thirty (30) days prior to the engagement date will be subject to a Five Hundred Dollar (\$500) fee. The balance will be refunded.

14. The church's Council reserves the right, through its representatives, to close any function for failure to observe proper conduct or failure to comply with any of these Regulations.

15. The hall manager is the official representative of the church for all rental arrangements. The church custodian is not expected to be available for the duration of the function, other than for opening and closing of facilities according to the hall rental agreement.
16. Any rental of the church's facilities is limited to approximately six (6) hours, with an additional hour of set-up time. All rentals expire at **1:30 AM**, (building must be vacated by that time), unless extended in advance by special permission of Church Council or their representative. Failure to do so will result in the applicant forfeiting the security deposit.
17. Persons or groups renting the hall must ensure guests utilize the agreed upon hall (upstairs *or* downstairs), not both. If both halls are utilized during the function, an additional fee according to the Hall Fee Schedule shall be charged in full.
18. Persons or groups renting the hall must ensure number of guests does not exceed City of Hamilton occupancy:

Upstairs hall

Seated Assembly (chairs only)... 500 persons  
Seated Assembly (with tables)... 333 persons  
Dance Hall... 400 persons

Downstairs hall

Seated Assembly (chairs only)... 403 persons  
Seated Assembly (with tables)... 268 persons  
Dance Hall... 322 persons

19. The applicant is hereby informed that our hall is regrettably **not wheelchair accessible**.
20. Rental use of the facilities of the Church by associations or organizations in no way implies endorsement by the Church of either the association or organization or of the events conducted in the rented facilities. Announcements or promotional materials may not create the impression of sponsorship or official link to the event or function held in the Church's facilities.

---

Rental Fee Schedule

Upstairs hall... \$800.00 (\$500 for registered church members)  
Downstairs hall... \$800.00 (\$500 for registered church members)  
*Optional third-party cleaning fee... \$250.00*  
*Optional full-access to kitchen, dishware, and cutlery... \$300.00*

*\*In addition to the rental fees listed above, a security deposit of \$300 is required\**

*Please make cheques payable to: St. Nicholas Serbian Orthodox Cathedral*