



GREEK ORTHODOX COMMUNITY OF HALIFAX

38 PURCELL'S COVE ROAD
HALIFAX, N.S., CANADA B3N 1R4
www.halifaxgreeks.ca

TELEPHONES:
(902) 479-1271
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HALL RENTAL AGREEMENT

Thank you for considering the rental of the Greek Orthodox Community of Halifax Hall, herein referred to as the "Hall". The Council of the St. George's Greek Orthodox Community (herein referred to as the "Council") is responsible for the rental of the Hall. Please read all sections of this agreement and complete Schedules A and B and return to a representative of the Council. This Agreement will not be considered valid until Schedule A has been dually signed by the Renter and a representative of the Council.

Terms, conditions and rental fees shown here are effective January 1st, 2011. Terms and conditions are subject to change at any time and they will apply to all rentals taking place immediately after the change, regardless of the time of booking. Rental rates can change any time, however, upon payment of the damage deposit the rates are reserved.

A. Rental Fees

The rental rates for members of the Greek Orthodox Community of Halifax and non-members are presented in Table 1 below. Member rates are offered to Greek Orthodox Community of Halifax members who have been in good standing for the two years immediately prior to the event and for the year the event is held.

Table 1: Rates for Hall Rental (see also Notes 1 through 10 below)

EVENT	RENTAL RATE		DAMAGE DEPOSIT	
	Non-Members	Members	Non-Members	Members
Day Event (see Note 1)	\$1,000	\$600	\$500	\$300
Major Reception (see Note 2)	\$2,000	\$1,500	\$800	\$500
Minor Reception (see Note 3)	\$800	\$600	\$400	\$200

Note 1: A Day Event is a function from 8AM to 5PM and DOES NOT include use of the kitchen. Rent includes chairs and tables and a raised performance stage.

Note 2: A Major Reception is considered an official function including full dinner, liquor, possibly music, and the use of at least half the capacity of the hall. Examples include weddings or banquets. The Rent includes:

- The use of the kitchen for the day of the event and two days before.
- The use of tables and chairs.
- Seating for a maximum of 400 persons.
- Cutlery and plates for a maximum of 400 persons.
- Raised performance stage
- BAR – For non-members, a cash bar will be staffed and the liquor will be provided by the representatives of the Council. The renters' guests will have to pay for the drinks at a price to be negotiated between the Renter and the Council. Members have the option to obtain their own liquor license and operate the bar themselves.

Note 3: Minor Receptions are for functions not including a full dinner, not requiring use of the kitchen and using less than half the capacity of the hall (e.g. bridal showers). Rent includes chairs and tables and a raised performance stage. Rent DOES NOT include use of the kitchen.

Note 4: A checklist of all the items made available is included in **Schedule B** and is to be completed by the Renter.

Note 5: For Major Receptions, if the kitchen is required for more than two days prior to the event, there will be a charge of \$100/day for the extra days.

Note 6: For other events, use of the kitchen is \$200 per day in addition to the rental rate shown.

Note 7: The decision of whether the reception is Major or Minor is up to the Council or its representative, based on the above guidelines, at the time the contract is signed.

Note 8: All prices include cleaning of the hall, floors, washrooms, and kitchen floors and equipment. The Renter must clean pots and pans, dishes, cutlery, glasses and remove the garbage daily.

Note 9: When the booking is made, the contract must be signed, and the damage deposit paid in full.

Note 10: When the keys are picked up the rent must be paid in full, in addition to the damage deposit.

C. Conditions

1. Damage deposit, and rent payment:

a. Damage deposit is fully refundable if the event takes place and the hall, kitchen and washrooms are returned in the same condition as received, based on a pre- and post-event condition checklist in **Schedule C**. Renter and Council representative each receives a copy of the contract, including the completed checklist, signed by both. Any post-event damages are deducted from the damage deposit.

b. Renter is responsible for:

- any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the damage deposit is not sufficient to cover them.
 - the conduct of their staff and guests, on and off the premises prior to, during, and following the event.
 - the proper handling of all equipment and furnishings.
 - daily removal of trash to disposal bin.
- c. Keys to the kitchen are provided only when kitchen rental has been paid.

2. Cancellation:

a. If the renter cancels the booking within 4 months of the booked event date, the damage deposit is retained by the Council. If the Renter cancels the booking more than 4 months before the booked event date, the damage deposit is refunded in full.

b. If the event is cancelled by the Council the damage deposit is fully refundable.

3. Cleaning:

The hall and associated facilities will be delivered professionally cleaned to the Renter. The rental rates include post-event cleaning of the hall, floors, washrooms, kitchen floors, and equipment will be provided. The Renter must clean pots and pans, dishes, cutlery, glasses and remove the garbage daily.

4. Delivery of keys to the Renter (for weekend events):

Day Event: 1 day before the event

Major Event: 2 days prior to the event

Minor Reception: 1 day prior to the event

Should you require access to the Hall earlier than indicated above, you can contact a representative of the Council to make arrangements. After the Event, keys are due to be returned a maximum of 2 days following the event. For Saturday events, the section of the hall (extension) under the flat roof must be returned clean and empty for use by the Community after Church service.

5. Decorations and Operations:

The following rules must be followed by all renters:

1. No staples, thumb tacks or nails on the walls
2. No repainting of walls
3. Non-stick painters tape must be used to avoid damage to the substrates

6. Parking:

Parking area is available for use by all events at no extra charge. Parking is subject to parking signs and regulations.

7. Greek School and Church and use of the hall:

a. No sound testing or loud noise is permitted in the hall by the renters and their personnel during school hours, Wednesdays 1800-1930 and Saturdays 0900-1430, and during Sunday services 0900-1300. On occasion there are special services or functions that will limit the use of the hall. The Renter will be notified of such events.

b. Children need free and uninhibited access to the bathrooms during school hours, and renters must display a responsible attitude towards the school.

8. Catering:

The Greek community is capable of providing full catering services including food, alcohol, decorating, and DJ services. If you are interested in additional services please contact a representative of the Council at <http://www.halifaxgreeks.ca/CommunityDirectory.htm> or (902) 479-1271.

9. Liquor:

For non-members, a cash bar will be staffed and the liquor will be provided by the representatives of the Council. The renters' guests will have to pay for the drinks at a price to be negotiated between the Renter and the Council. Alcohol sold in the hall must be consumed within the hall or the rear deck, not in the parking lot. No alcohol other than that sold by the Community is permitted on Community property. Members have the option to obtain their own liquor license and operate the bar themselves.

10. Insurance Requirements:

The Renter MUST purchase SPECIAL EVENT and LIQUOR LIABILITY INSURANCE and provide proof of purchase at least a week before the event, in order to receive the keys to the hall.

Also any Caterer or Decorator must have Liability insurance and the Community should be added on their insurance for the event. The Caterer and Decorator will not be allowed in the hall unless the Community rep has a copy of their insurance.

11. Smoking:

According to the Smoke Free Places By-law S-203 of the Halifax Regional Municipality, the entire Hall and associated areas such as washrooms and kitchen, is a Smoke Free public place. By decision of the Community Council, no smoking is permitted within 10 meters outside of the main (front) entrance to the Hall, or within 5 meters of the **BACK** doors of the Hall.

12. Storage Areas:

A. There is a coat room that the renter can use for what ever purpose they need.

B. School areas and the church are to remain locked and off limits to the hall renters.

No storage is provided in the school areas. If items from hall renters are found in the school areas, the full damage deposit will be forfeited.

C. There is limited other storage area as well. See the Council representative for hall rental for details.



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Schedule A – Hall Rental Agreement

Renter Name (s): _____

Dates Requested: _____

Purpose Of Event: _____

Catering Information:

Name of Caterer: _____ Phone Number: _____

Note that the Caterer must have working knowledge of kitchen equipment, otherwise the kitchen cannot be used.

Liquor Details:

Will liquor be served on the premises? Yes _____ No _____

If yes, the Council will obtain the liquor license and will operate a cash bar.

If you are a member and will be serving liquor you must obtain a liquor license. Please indicate whose name the license will be under:

Entertainment:

Type: _____

Name and Phone #: _____

Additional Requests:

Please complete Schedule B indicating any additional items you will be requiring. Note that there will be an additional charge as indicated in Schedule B.

Cost Breakdown:

Base Fee	\$ _____
Extra Days	\$ _____
Extra Services	\$ _____
Damage Deposit	\$ _____
Total	\$ _____

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due to the Council in accordance with the conditions in Schedule A. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Hall at the discretion of the Council.

Name: _____
Contact information: _____
Signature: _____
Date: _____

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Council so as to permit the Applicant the right to use the Hall at the time or times specified in Schedule A.

Name: _____
Title: _____
Signature: _____

Member(s) on call for in case of an EMERGENCY (Electrical, Plumbing, etc)

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

SCHEDULE B – ITEMS AVAILABLE FOR MINOR OR MAJOR EVENT

Please check of the items you are requesting as part of the Hall Rental, including the quantities where applicable.

ITEM	Number Available	Cost	Number Requested	Total Cost
3' X 8' rectangular tables	50	Included in rental fee		
8' diameter round tables	15	Included in rental fee		
Chairs	400	Included in rental fee		
Plates and Cutlery	400	Included in rental fee		
Coffee Machine	1	Included in rental fee		
White Table Cloths	65	\$10.00 each		
Napkins	400	\$0.75 each		
Salt and Pepper Shakers	50	\$2.00 per pair		
Water Jugs	50	\$3.00 each		
Coffee Machine	1	\$20.00		
Water Glasses	400	\$0.50 each		
Projector	1	\$100.00 per day		
Other:				
			Total	

Please indicate any other special items you may require:

SCHEDULE C – Pre and Post Event Checklist

Key Arrangements:

Keys Accepted by Renter: Date: _____ Initial (Renter) _____

Keys Returned to Council: Date: _____ Initial (Council Rep) _____

Pre and Post Condition Check of the Hall and Grounds

Item	Pre-Event Condition	Post-Event Condition	Comments
Kitchen			
Kitchen Equipment			
Men’s Washroom			
Women’s Washroom			
Barrier Free Washroom			
Hall Floors			
Hall Walls			
Grounds			
Performance Stage			
Tables			
Chairs			
Plates and Cutlery			
White Table Cloths			
Napkins			
Salt and Pepper Shakers			
Water Jugs			
Water Glasses			
Projector			