

St. John's Anglican Church 2878 St. John's Drive, Jordan L0R 1S0

2025 Hall Rentals for Single Occasion Events (rev. January 1, 2025)

Rental Coordinator: Diane Netherway

Please contact Diane to see the facilities or to pick up / drop off keys at the church office.

Church office 905-562-7238 / Diane's cell phone (905) 931-9550

Email stjohnsjordanoffice@gmail.com

Date(s) Required: _____ Arrival time _____ Departure _____

Contact Person's Name _____ Phone _____

Address _____

Email Address _____

Type of Activity: _____ Approx. # of Participants: _____

Alcohol: If you wish to serve alcohol, you must apply for a Special Occasions Liquor Permit from the LCBO (at least 30 days in advance) and present a copy to the parish office before obtaining a parish hall key. You must also follow all procedures for the serving of alcohol mandated by the Province of Ontario, including a bartender with a Smart Serve license. Also, please note that the use of alcohol significantly increases the cost of User Group Insurance required by the Diocese of Niagara for your event. X _____

Insurance: All individuals and community groups must be fully insured before using parish facilities. We accept either of the following two types of insurance:

1. Your own personal, group, or business insurance. In this case we must receive a certificate of insurance from your insurance company, naming "The Parish of St. John's Anglican Church, Jordan" and "The Diocese of Niagara" as "additional insured" and providing liability coverage of a minimum of one million dollars personal and two million dollars for groups. **OR**
2. Our User Group Insurance, through the Anglican Diocese of Niagara, would be payable by cheque to "St. John's Anglican Church, Jordan" or by e-transfer to stjohnsjordanoffice@gmail.com

Garbage & Recycling: Although St. John's has its own garbage and recycling bins, all renters must remove their own garbage and recycling. Return of the Damage Deposit is conditional upon appropriate clean up and the removal of garbage and recycling.

Please sign here to indicate your agreement: X _____

Curfew: All activities must be over by midnight, and the cleanup completed and everyone out of the facilities by 1 AM. X _____

At the Time of Booking: Before an event can be confirmed in the Parish Calendar, we must receive:

1. The rental agreement, fully completed and signed.
2. The booking/damage deposit (see details below) of a \$200 cheque made out to "St. John's Anglican Church" or e-transfer to stjohnsjordanoffice@gmail.com
3. Full payment for the rental and the insurance. X _____

Booking / Damage Deposit: This additional payment of \$200 to "St. John's Anglican Church" is required before any event will be reserved on the Parish Calendar. It will also serve as the damage and cleanup deposit. ***This amount will not be refunded if the event is cancelled by the renter within 10 business days of the event. It protects the Hall from loss of opportunity from a last-minute cancellation.*** The deposit will be returned after the event when it is determined that:

1. No damage has been done to the facilities.
2. The facilities were left in a clean and orderly fashion.
3. The key is returned. X _____

One Week Before Your Event: A key to the Parish Hall may be picked up within a week of the event providing the rental costs have been paid in full.

It is the renter's responsibility to arrange a pick-up time by contacting Diane Netherway as listed above. Before receiving a key, the renter must also present a copy of the ***LCBO Special Occasions Liquor Permit***, if applicable. X _____

Maximum Numbers Allowed:

Gym		Hearth Room	
Chairs only	170 people	Chairs only	80 people
Chairs w/tables (dining)	120-130 people	Chairs w/tables (dining)	50-60 people

Facilities Requested & Costs:

Deposit	\$200.00	\$ _____
Gym.....	\$375.00	\$ _____
Hearth Room.....	\$275.00	\$ _____
Kitchen... ..	\$175.00	\$ _____
Sub-Total.....		\$ _____ chq# _____
	OR	e-transfer conf. _____

If required: Insurance payable to St. John's Jordan \$ _____ chq# _____
 OR e-transfer conf. _____
TOTAL: \$ _____

Without alcohol \$ _____

With alcohol \$ _____

Assigned Key # _____

