



Exaltation of the Holy Cross Ukrainian Catholic Parish
Українська Католицька Парафія Воздвиження Чесного Хреста

9003 - 153 Ave. Edmonton, AB.

Mailing Address: Londonderry P.O. Box 70029 Edmonton, AB. T5C 3R6
Church: (780) 478 - 5260 Parish Hall: (780) 478 - 4275 Fax: (780) 476 - 6485
Website: www.ehcucp.ca

Hall Rental Terms & Conditions / Agreement

Agreement With:

Name: _____

Address: _____ Postal Code: _____

Phone: (Res) _____ (Bus./Cell) _____

Type of Event: _____ To be held at 9003-153 Ave. Edmonton

Number of Guests: _____ Date: _____

Cocktails: _____ Dinner: _____ Lunch: _____ Dance: _____

Security Deposit: \$ _____

- Legends Catering is the authorized caterer of Holy Cross Parish
- **Prices are subject to change with a 30-day notice prior to the date of the function.**
- A deposit payable to Holy Cross Parish is required at the time of confirmation of this function.
- Should it be necessary for you to cancel after the Booking Deposit has been received, a \$200.00 cancellation fee will be retained.

In acceptance of this booking, we agree to the following:

- (i) Notification of Hall Rental Co-ordinator **ONE WEEK prior** to the function, with a total number of guests attending.
- (ii) 50% payment of catering cost is required **ONE MONTH prior** to the date of the function, payable to Legends Catering.
- (iii) 50% payment of the corkage cost is required **ONE MONTH prior** to the date of the function, payable to Holy Cross.
- (iv) Payment of account in full is required **ONE WEEK prior** to the function.
- (v) Acceptance of responsibility for all damages and/or breakage cause by guests.
- (vi) No smoking in the building or within 15 feet of the doors.
- (vii) Alcohol consumption is not permitted in the foyer or outdoors.

GAMING AND LIQUOR ACT

- (i) If serving alcohol, a liquor license & Special Event Liability Coverage listing Holy Cross Parish as an additional named insured must be provided with a limit of not less than One Million Dollars (\$1,000,000.00), inclusive per occurrence for bodily injury and property damage including loss of use thereof.
- (ii) Home-made spirits, beer or wine, **MAY NOT** be served or stored at functions.
- (iii) Only liquor legally purchased in Alberta from approved AGLC sources may be served and stored at functions.
- (iv) Liquor purchase receipts **MUST** be attached to the license.
- (v) Unauthorized liquor may be subject to seizure by police or AGLC inspectors and violators may be charged under the Gaming and Liquor Act.
- (vi) **Minors may not be served, consume or handle liquor.**
- (vii) Licensees are legally responsible to ensure laws and regulations are followed.
- (viii) Consumption of liquor is limited to the permit hours only.

Please Initial The Following:

- ___ Contact Bar Manager TWO WEEKS prior to the function to discuss details of beverage service.
- ___ Event Insurance will be provided to the Hall Rental Manager ONE WEEK prior to function.
- ___ If Cash Bar, advise Bar Manager and provide tickets.
- ___ Full and partial liquor will be returned after the function. Empty bottles and cans will not be returned.
- ___ No gifts, liquor, decorations or personal effects remaining after the function.
- ___ No metallic confetti.
- ___ No open flames will be used for decorations.
- ___ 5 hours allotted for hall decorating; beyond 5 hours a \$25.00 / ½ hr. fee will be charged to the client.

Allow 5 hours for decorating on Thursday before the function or Wednesday
if cleared by Hall Manager.

Special Arrangements:

- | | |
|-------------------------------|----------------------|
| Head Table (max 16): _____ | Podium: _____ |
| Cake Round Table: _____ | Wine Glasses: _____ |
| Guest Book Round Table: _____ | Water Glasses: _____ |

Charges – Corkage/Bartender:

For this amount, please make cheque payable to Holy Cross Parish Men's Club

Corkage: \$6.50 / guest for _____ guests = \$ _____

Bartender Charges: = \$ _____

Total: \$ _____

Charges – Rental/Projector:

For this amount, please make cheque payable to Holy Cross Parish

Rental Fee: = \$ _____

Projector: = \$ _____

Total: \$ _____

* The Security Deposit becomes the Damage Deposit on the night of the function. The Damage Deposit will be refunded within 10 working days after the function providing the facilities/parish property are not damaged in any way.

Hours of Operation: 4:00pm – 1:00am ~ Bar Closes: 12:00am

Client to provide their own liquor.

Note: A penalty of **\$100.00** may be imposed for every ½ hour beyond the stipulated hours.

Signature: _____ **Date:** _____

Approved By: _____
(Hall Coordinator)

EVENTS LIABILITY INSURANCE

Events Liability Insurance is a short-term liability insurance that can help protect against the unexpected. It covers you if:

- There is damage to the venue or property, and you are found legally responsible.
- Someone is injured at your family reunion, fundraiser, wedding or other special occasion, and you are found legally responsible.

Wedding Event Tips:

- You'll want to get coverage no sooner than a month before the event, but don't leave it until the last minute either. Getting your insurance policy two or three weeks before the big day is perfect.
- If you're serving alcohol, make sure you already have your liquor license on hand when you go to purchase your insurance. You can buy a liquor license at most liquor stores.

Please note: Event Liability Insurance is strongly recommended for your wedding because it covers serious situations like someone being badly injured. But, it is not the same as "wedding insurance," which covers your financial investment, such as your photographer cancelling and having to book another one last minute for triple the price.

HOUSEKEEPING

Absolutely No Smoking In the Facility

Absolutely No Liquor Consumption Outside of the Hall

Bar Closes at 12:00 AM

Cash Bar – Please Provide the Following:

- Tickets for Liquor
- Ticket Sheet

Bar Tenders CANNOT Accept Cash

Corkage Fees Apply

Pop & Juice Are Provided

Please Contact the Bar Manager As to Any Other Needs