



Parish of St Aidan & St Bartholomew

659 North Rd • Gibsons BC V0N 1V9 Phone: 604.886.7411 Email: stbarts@telus.net

Facility Use Guidelines & Policies

Facilities & Fees

Facility	Description	Fee Schedule
Sanctuary	Max capacity is 172. Piano or organ is available for an additional fee (see below).	\$ 30
Hall	Max capacity is 180.	\$ 20 per hour no kitchen
Bethlehem Chapel	Max capacity is 35.	\$ 20 per hour
Kitchen	Features a newly renovated kitchen with large pantry-style fridge, 6-burner stove, double-sink, dish sterilizer, microwave and dishes.	\$ 10 per hour Coffee/Tea \$100 per hour for appliances and meal prep
Piano/Organ	Available in Sanctuary. Use for Concerts/Recitals, etc.	\$ 30 flat fee
Damage Deposit	Refundable Damage/Key Deposit is required upon booking. Cheque or cash only.	\$ 200
Liability Insurance	Groups must provide a copy of their liability insurance. It should list St. Hilda's and be for at least \$2,000,000. You can also purchase liability insurance through us from the Diocese of New Westminster. Please ask Parish Administrator for more details and form.	Available upon request.
Access to Building	Sanctuary/Chapel – through the main doors Hall: through the doors off the parking lot	
Parking	Parking is available in our parking lot.	

Policies & Rules

1. Booking	All reservations are done through the Parish Administrator (604-886-7410). Any changes in time, rescheduling, or cancellations are to be done with Parish Administrator and are subject to availability. Groups that meet weekly/monthly may have to relinquish the space when required for a parish function. As much notice as is possible will be given by St. Bart's. Upon signing the Booking Contract, the group agrees to follow all of the rules, terms, and conditions set out here.
2. Damage Deposits	All deposits are refundable if the facility is returned to its pre-event condition (free of food, trash, decorations, etc., and furniture returned to pre-event locations) and renter has complied with all rental regulations.
3. Facility Fees	Facility use fees are non-refundable. Facility use fees do not pay for removal of trash, food, decorations, or other event paraphernalia.
4. Key & Security Code	The contact person is responsible for the key. You will be required to fill out a form for the key and security code set-up. The key is not transferable without the permission of the Parish Administrator.
5. Liability Insurance	All Users must have liability insurance. Groups and those persons participating therein agree that there is no liability on the part of St. Bart's Anglican Church as to suitability or condition of the premises and that they use these premises at their own risk. The group

	and its members will indemnify St. Bart's and hold it harmless for any legal liability, costs, or damages for bodily injury, harm to property or death of any person or persons. The group and/or participants also agree to pay for any damages done to St. Bart's Anglican Church property caused by them during their use of said property, excepting always, liability arising out of the independent negligent acts of the Property Owner. It is strongly recommended that you obtain Liability Insurance in the amount of \$2,000,000. You are required to provide St. Bart's with a copy of the certificate.
6. Set Up & Clean up	<ul style="list-style-type: none"> • User groups are responsible for the set-up and clean-up of room for event. • Take photos or place masking tape marks on floors to indicate where furniture is to be returned. Be sure to remove all tape after event. • Please ensure facility is returned to its pre-event condition. There will be a \$50 charge if room is NOT returned to it's pre-event condition. • All garbage/recycling generated by group is to be removed by the renter.
7. Decorations	No nails, staples or tape of any kind shall be used to secure decorations to the walls or woodwork. Balloons or items which can be tied to chairs or other fixtures can be used. No lighted candles.
8. Hours	Building must be vacated by 10:30 pm unless arranged in advance. All facility users should become familiar with Gibsons Noise Regulation Bylaws.
9. Hall	Any games involving balls, rackets, bats, etc are not allowed indoors. Use of craft materials: glue, paint, markers, etc are to be done on covered tables. If tables are marked, a fee will be charged.
10. Kitchen	The applicant is solely responsible for cleanliness and condition of kitchen facility area and kitchen equipment at conclusion of the event even if a commercial caterer may have been used.
11. Smoking	Smoking is not permitted anywhere on St. Bart's property.
12. Alcohol	Alcoholic beverages are NOT permitted.
13. Property & Equipment	Equipment and/or furnishings shall not be removed from the premises. Damage to property may result in billing for replacement or repair and/or forfeiture of deposit. St. Bart's does not rent furnishings/equipment for use off our property.
14. Internet	Wifi is available
15. Conduct	Applicant is responsible for the conduct of all guests and will ensure any children are supervised appropriately.
16. Lost/Stolen Items	St Bart's Anglican Church is not responsible for lost or stolen articles.

CLEANUP CHECKLIST

- Return **all** tables, chairs and other items to their former arrangements.
- Remove all your decorations.
- Floors should be dry or damp mopped as needed.
- Whenever drink or food is present in the hall or kitchen, the floor must be damp-mopped. Any spills should be cleaned up immediately. The dry and damp mops can be found in the hall by bathrooms.
- Garbage & Recycling removal:** All debris and garbage/recycling is the group's responsibility to remove.
- Refrigerator if applicable: Check that no items are left in the refrigerator.
- Wash all dishes and leave on the counter unless you have been trained in the use of the sanitizer.
- Close all windows and outside doors and turn off all lights.

Damage Deposit Return: If the above cleanup checklist is followed your damage deposit will be returned. If it is not followed or if there are damages, we may keep a portion or all of the damage deposit to cover the expenses.