

# SACRED HEART PARISH CENTER

## Rental Fee Schedule

<u>Rental Period</u>	<u>Rental Fee</u>	<u>50% Deposit upon Booking</u>	<u>Notes</u>
Up to 4 hours (including set-up or decorating time)	\$300	\$150	Not available before noon Sundays; 4pm – 6pm Saturdays
Full Day (up to 8 hours including set-up or decorating time)	\$500	\$250	Not available before noon Sundays; 4pm – 6pm Saturdays
Extended Day (up to 12 hours including set-up or decorating time)	\$800	\$400	Not available before noon Sundays; 4pm – 6pm Saturdays

\*A four-hour minimum applies to all rentals.

### NOTES:

- A damage deposit of \$500 dollars is due on booking. This can be in the form of a cheque or a credit card pre-authorization that will be returned to the renter if no extra cleaning is required, and if there is no damage to the Parish Center after the rental period
- Fees include the use of round tables and chairs, plus rectangular tables for serving
- Use of the Kitchen for cooking meals is available at additional cost to the renter (see below) and must be coordinated through the Parish contact for the CWL (Catholic Women's League)
- All cheques are to be made out top **Sacred Heart Parish**

### Kitchen Fees

<u>Usage</u>	<u>Fee</u>	<u>Deposit on booking</u>	<u>Notes</u>
Used only to store food through the rental period	\$0	\$0	To be confirmed with CWL
Used to prepare/cook food during rental period	\$300	\$300	To be coordinated with CWL

### Cancellation Fees

A completed Hall Rental Agreement may be cancelled without charge if notice is provided at least 60 days in advance. A charge of 50% of the rental fee will be issued for notice of cancellation received a minimum 30 days prior to the scheduled date, and 75% of the rental fee for cancellation of a rental agreement less than 30 days prior to the rental period.