

St. Michael's Roman Catholic Church
68 152 PR 212 Cooks Creek, MB R5M 0E2
GENERAL RENTAL APPLICATION FORM
Contact hallbookings@stmichaelsrc.com OR call 204-444-4014

The indoor rental space is found in the church basement.

The facility accommodates approximately **140** people comfortably for a sit-down meal.

The facility is wheelchair accessible from the outside.

The kitchen is equipped with four stoves, 2 large refrigerators along with a commercial dishwasher.

Two basement bathrooms.

Name of group or organization requesting facilities: _____

Name of person in charge, who will be present at the event: _____

Mailing Address: _____

City/Town: _____ Province: _____ Postal Code: _____

Cell #: _____ Home #: _____ FAX #: _____

Area/s Required: (Please check off on the list below what you will need to use during the event)

Basement Hall Rental Fee (\$200.00) Payment is due at the time the application is submitted.

1. Kitchen Yes ☐ No ☐

- Dishwasher ☐
- Coffee Makers ☐
- Dishes ☐
- Refrigerators ☐
- Ovens ☐

2. Tables and Chairs ☐

3. Sound System ☐

4. Is the event going to be catered? Yes ☐ No ☐

5. Is the food to be prepared by;

- The Catholic Women's League of St. Michael's RRC. ☐
- Outside caterer ☐
- Renters ☐

6. Washrooms ☐ (One is barrier free accessible.)

7. Wheelchair Lift ☐

A qualified wheelchair operator will be on site the day of your event to operate the wheelchair lift for you.

Only trained/qualified members of the parish are permitted to operate the lift.

Church Grounds ☐

Church (**Balcony is not to be used.**) ☐

Parking Lot ☐

Reason for use of facility: _____

Event Date(s) required: _____ Time(s) required: _____

Admission to be charged to attend function. ☐ Yes ☐ No

Anticipated number of people in attendance. _____

Liquor permit required. ☐ Yes ☐ No

The facility is permitted for 50 people only. If you require a permit for more than 50 people, the renter must supply portable toilets to cover the additional number of people over 50.

Audio required? ☐ Yes ☐ No

Setup Requirements:

Do you require access to the facility to set up for your event? No ☐ Yes ☐ Date: _____ Time: _____

Do you want to test out the sound system during your event *set-up*? Yes ☐ No ☐

Cleaning up after your event:

It is the responsibility of the renter to ensure that the facility is clean before you leave. Dishes, cutlery, counters in the kitchen and bar area must be clean. Tables are to be wiped down using a disinfectant. Dishes, cutlery or cooking items that need to be washed must be washed following Safe Food Handling Guidelines. All garbage and recycling to be removed and placed in the outdoor bins provided. If there are 3 or more bags then it is the responsibility of the person or group renting the hall to remove the bags from the premises and dispose of them in an appropriate manner.

It is the responsibility of church staff to ensure the doors are opened and locked before, during and after the event.

Additional Comments:

This completed rental agreement, along with the payment, can be mailed to the above mailing address or delivered *in person* to the appropriate Church representative. (See the contact information on page one)

Declaration: I have read the rental agreement and agree with the terms.

Printed Name of Renter: _____ Signature of Renter: _____

Date: _____

FOR OFFICE USE ONLY

Payment is to accompany the rental application.

Date of Receipt of Application and Payment: _____

Cost of Rental: \$ _____

Payment Received \$ _____

Method of Payment: cash ☐ cheque ☐ Cheques are to me made out to **St. Michael's Roman Catholic Church**

The designated parish supervisor who will attend as staff on the day of the event has been notified and has confirmed attendance. Yes ☐

The individual who will attend the event on behalf of the parish is _____ and the contact phone number is _____.

Payment received by: _____ Date: _____

St. Michael's Administration Board retains the right to deny the *rental* of the facility. If rental is denied the payment will be returned to the renter.