



ST. ALPHONSA SYRO-MALABAR CATHOLIC FORANE CHURCH

EDMONTON, ALBERTA

9120 146 St NW, Edmonton, AB T5R 0W2



HALL RENTAL AGREEMENT APPLICATION

Between St. Alphonsa Syro-Malabar Catholic Forane Church Edmonton and the Applicant(s)

APPLICANT INFORMATION

Name (Individual / Organization):

Contact Name:

Address:

Phone #:

Postal Code:

Purpose of Rental:

EVENT DETAILS

Rental Date:

Booking Time:

Rental Fee Owed
(\$):

Expected Attendance:

Insurance Policy
Number:

I/We have read, fully understand, and agree to the rules and regulations of the St. Alphonsa Syro-Malabar Catholic Forane Church, Edmonton, pertaining to the rental of the above noted Hall/Basement. I/We agree to strictly abide by them. I/We further agree to exercise the utmost care in the use of the facilities and to reimburse the full cost of repairing any damage arising from our occupancy.

Applicant Print Name

Applicant Signature

Date

Approved by Parish Priest

Authorized Signature

Date

OFFICE USE ONLY:

Advance Paid (\$)

Balance Rental Paid (\$)

Receipt # / Reference

Please attach the copy of your event insurance with this completed agreement!



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RULES AND REGULATIONS

Standard Terms & Conditions of Rental Occupancy

1. The Hall/Basement shall be rented only to adults (**21 years of age or older**). A clear copy of a valid photo I.D. must accompany this contract. The primary contact person(s) must remain in attendance on-site for the full duration of the function. **NO EXCEPTIONS.**
2. A **\$50.00 non-refundable DEPOSIT** is required to formally confirm your booking and hold the room date on the parish calendar.
3. The full remaining balance of the hall rental fee must be paid in full at least **two days prior** to the date of the scheduled event.
4. Decorations and setting up DJ or Band equipment can be completed 2 to 4 hours before the event. Any specialized setups or arrangements must be cleared beforehand with the St. Alphonsa Church Parish Priest.
5. Please note that **no open-flame candles** are allowed under any circumstances. Nails, tape, tacks, or any adhesives used to affix items to the facility walls are strictly prohibited. No confetti is allowed.
6. Guests and catering staff are allowed access only within the designated rooms and areas specified in the rental agreement.
7. All rentals must conclude sharply according to the specific block times designated on page 2 of the rental agreement.
8. The Applicant assumes full operational responsibility for setting up the Hall furniture and configurations.
9. The Applicant is fully responsible for cleaning the Hall/Basement thoroughly at the conclusion of the event.
10. **STRICT ALCOHOL & SMOKING POLICY:** There is absolute ****zero tolerance for alcohol and smoking**** anywhere inside the Church Building or anywhere on the outdoor church property.
11. All primary facility exit doors and emergency pathways must remain completely unblocked and clear at all times.
12. The Lessee agrees that use of the Hall beyond the period stated on the application (including next morning cleanup overflows) may result in automatic additional hourly charges billed to the Lessee.
13. St. Alphonsa Church assumes no responsibility or liability for any personal items left behind in the Hall by the Lessee, organization members, vendors, or function attendees.
14. It is understood that the Lessee shall completely indemnify and hold the St. Alphonsa Church harmless from and against any and all claims, damages, or demands with respect to the use of the Hall.
15. St. Alphonsa Church is not responsible for personal injury, property damage, or the loss of personal items or equipment of the Lessee or anyone attending on the invitation of the Lessee.
16. Any outside rented items brought in for the event must be picked up and cleared out as soon as possible after the event concludes.
17. Private functions are entirely responsible for providing their own refreshments, coffee, tea, mugs, dinnerware, plates, and related items.
18. All garbage, refuse, and recyclables are to be completely removed from the Hall by the Applicant. **No leftover food or trash is to be left anywhere on the premises.**

Thank you for helping us maintain a clean, safe, and reverent space for our parish community.