

SACRED HEART PARISH CENTER

Rental Fee Schedule			
Rental Period	Rental Fee	Reservation Fee	
Up to 4 hours (including set-up or decorating time)	\$300	\$300	Not available before noon Sundays; 4pm – 6pm Saturdays
Full Day (up to 8 hours including set-up or decorating time)	\$500	\$300	Not available before noon Sundays; 4pm – 6pm Saturdays
Extended Day (up to 12 hours including set-up or decorating time)	\$800	\$300	Not available before noon Sundays; 4pm – 6pm Saturdays

* A four hour minimum applies to all rentals

NOTES:

A damage deposit of \$250 dollars is due 2 weeks prior to the event. The deposit will be returned to the renter if no extra cleaning is required and if there is no damage to the Parish Center, within a week following the event.

- Fees include the use of round tables and chairs, plus rectangular tables for serving
- Use of the Kitchen for preparation of meals is available at additional cost to the renter (see below) and must be coordinated through the Parish contact.

All cheques are to be made out to **Sacred Heart Parish**

Kitchen Fees		
Usage	Fee	Deposit due on booking
Used to store food during the rental period	Included in the rental	\$0
Used to prepare/cook food during rental period	\$300	\$150

Audio Visual Fees		
Usage	Fee	Deposit due on booking
Use A/V equipment	\$100	\$50

Cancellation Fees for Parish Center Rentals		
<p>A completed Hall Rental Agreement may be cancelled without charge if notice is provided at least 8 weeks in advance. A charge of 50% of the rental fee will be issued for notice of cancellation received between 4 weeks and 8 weeks prior to the scheduled date. There is no refund of the rental fee for cancellation of a rental agreement less than 4 weeks prior to the rental period.</p>		