



### **St Basil's Hall Rental Guidelines** **As at February 7, 2026**

1. The capacity of the hall is 150 people (as per fire regulations) and **must never be exceeded**.
2. There is a **no smoking and no drugs** policy in all areas of church, hall and meeting rooms, including washrooms.
3. We recognize it is impossible to be a scent free building, however we ask that renters please be sensitive to those who have allergies.
4. The church hall is in a residential area, loud and/or disruptive behavior is unacceptable.
5. Instruction for use of the parish "lift" will be provided to the rental organizer as required.
6. If set-up of the hall or meeting rooms is to take place **outside** the rental time booked for the event, please check with the Office Administrator to ensure that this does not conflict with any other parish activity. A nominal fee will be charged for this extra time.
7. If alcohol is to be served, the appropriate liquor permit must be obtained prior to the event and a copy of the permit is to be provided to the parish office no later than 5 days prior to the event. The permit holder is responsible to ensure that alcohol is sold and served responsibly and according to the law. In the spirit of duty of care, and minimizing risk, we require that alcohol-free drinks be made available as well as food being served at the event. For additional information on Special Occasion Permits and other useful reference materials around serving of alcohol at a public event please see the following Ontario Smart Serve.ca link under additional resources/things you should know:  
<https://smartserve.ca/things-you-must-know/>
8. Proof of Liability Insurance is required 2 weeks prior to the event. The link to purchase insurance is <https://secure.e-registernow.com/cgi-bin/mkpayment.cgi?state=3300>
9. Events must finish and premises vacated **no later than** 12 midnight.
10. We invite all those using the hall to join us in the GREENING of our facility. We prefer that no bottled water nor styrofoam be used and we encourage the use of the Recycling Bins.

**GREEN BIN** – left-over food, used paper plates and napkins, coffee grounds, tea bags, etc.

**BLUE BIN** – tin cans, bottles, glass, styrofoam, plastic packaging, etc.

**BLACK BIN** – all paper products and clean cardboard – e.g., **unused** paper plates, napkins, decorations

**GARBAGE** - ONLY ITEMS THAT CANNOT BE RECYCLED OR COMPOSTED.

\*PLEASE REFER TO THE COMPLETE LIST OF RECYCLABLE ITEMS POSTED ALONGSIDE THEIR RESPECTIVE BINS.

11. If renters **have not** paid for the Clean-up service fee, the hall **must be** returned to same condition as upon arrival, otherwise, the cleaning deposit fee will not be returned.

12. Cleaning of hall/facilities means to return the hall to the same condition as received. This includes but is not limited to:

- a) Return tables and chairs to the storage area at the back of the hall, and/or stack appropriately if using the meeting room.
- b) Table cloths used at your event must be laundered and returned to the parish office the next day.
- c) Leave the kitchen tidy, i.e., wash dishes used, wipe counters, and remove leftover event food from fridges.
- d) Tie up garbage and leave in closed garbage cans in kitchen. **Any excess garbage bags (i.e.: don't fit not in kitchen garbage bins) are to be taken away by renter**, as the church is also limited as to the number of bags it can put out at the curb.
- e) Wipe up any spills from the floor. Broom, dustpan and mops are available in the storage area where the recycling boxes are also kept.
- f) Clear up any event debris (cigarette butts, paper/plastic cups, etc.) from the parking lots or entrances to the hall and main entrances.

13. Check all washrooms at the end of the event to ensure that toilets are flushed, taps are turned off and the lights are turned out.

14. When finally leaving the premises, ensure that all lights are turned out and that the outside doors are locked.

**Thank you for your cooperation.**