

Hall Rental Policy for 962 East.

We are excited and eager to finally be able to safely reopen our beautifully renovated church Hall to our community. However, the new renovations, along with the intent to lease the Hall to non-parishioners also, requires us to establish a higher degree of formality regarding rental of the new Hall. To assist in this transition, we have secured a dedicated Hall Manager, Sara Tone, who will be responsible for maintaining the Hall Lease calendar, process bookings for both parishioners and non-parishioners, showing of the Hall and coordinating contract requirements and signatures. Our church secretary is no longer responsible for Hall scheduling or coordinating any Hall lease activities. With this in mind, we are establishing the following set of guidelines when leasing our Hall.

Attached is a pricing schedule and usage guide for both parishioners and non-parishioners. The fee to rent the Hall for a Parishioner in Good Standing is \$500 total. A signed Rental Agreement and payment of lease fee are required to reserve a date. All guests are expected to respect all Hall rules laid out in the Hall Lease Agreement. All trash and food stuffs must be disposed of properly at the end of your event. See the Hall Lease Agreement for specific information on the use of decorations.

To qualify for the parishioner rate, the person leasing the Hall must be a member in Good Standing for the current year. *Member in Good Standing* status requires a stewardship card on file for the current year and a reasonable payment amount made towards the current year's stewardship pledge.

To begin the Hall Lease process, please go to the homepage of our Annunciation Church website. At the bottom of the home page, you will see a button labeled "**Hall Rental.**" Click there to fill out the request form and you will then be contacted by our Hall Manager.

Note that use of the Hall for recognized church organizations or ministries is at no cost, however, they are still required to complete the [Hall reservation form](#), to ensure their dates are blocked from use by the Hall Manager. This form can be accessed at the bottom of the home page of our church website.

Generally speaking, Hall rental *includes* the following. (Please see the HALL Contract for the full details)

- a) Six (6) hours of rental time
- b) Tables and chairs setup – see note below*
- c) Limited kitchen access (warming and cold storage privileges only)
- d) Hall cleaned prior to event
- e) Trash bins and bags

The six (6) hours of rental time does not count against setup time and the timing for this should be arranged with the Hall Manager. This rental *does not include* the following.

- a) Linens for tables, glassware, flatware, and china
- b) Food service utensils and dishes

Full kitchen privileges requires a \$350 kitchen usage fee if the food will be prepared using the Hall kitchen(s). If the Lessee plans on using a catering service that cater, if they are not on the Approved Cater List, must be approved by the Hall Manager prior to use of the Hall kitchen(s).

* Set-up of the hall does not include taking down or removing any tables due to lack of personnel to do this. Parishioners are free to take down tables but must reset them after the event. Taking tables down could be done through the set-up fee. For non-parishioners, events set-up fees are added to the lease price.

We appreciate your patience and understanding as we transition to this new policy which we believe will serve to benefit us both from a financial and community perspective.

Angelo E. Maggos

Fr Angelo E. Maggos
Priest, Annunciation GOC

Jim Stathopoulos

Jim Stathopoulos
President, Annunciation GOC

HALL Rates, Access and Requirements

	Recognized Church Organization	Parishioner in Good Standing	Non-Parishioner
Hall Lease Fee	No Charge	\$500	Starting @ \$1000. Final price dependent on type of package selected.
Hall Lease Deposit	N/A, however, the Church Organization MUST complete the Hall Registration form to secure the date/time.	Full amount required at time of reservation. Completion of the Hall Registration form to secure the date/time.	\$500 deposit at time of reservation. Completion of the Hall Registration form to secure the date/time.
Hall Balance	N/A	N/A	Balance due two (2) weeks before event takes place.
Hall Lease Time	No later than 10pm	No later than 10pm 6-hour event time. Setup time does not affect this time. Additional time is \$100/hour	No later than 10pm 6-hour event time. Setup time does not affect this time. Additional time is \$100/hour
Kitchen Privileges	Full privileges	Full privileges but requires a \$350 usage fee	None
Cancellation Policy	N/A, however Church Organization MUST notify the Hall Manager 2 weeks prior to the event if their event is cancelled.	Hall lease fee recoverable if Hall Manager is notified no later than two (2) weeks prior to event.	Hall lease fee recoverable if Hall Manager is notified no later than two (2) weeks prior to event.
Use of Caterers	At discretion of the Organization but must be approved by PC.	At discretion of the organization but must be approved by PC.	Must be selected from church approved catering list.
Setup and Cleanup	Responsibility of the church ministry or organization that is leasing the Hall.	If the Lessee is not providing the setup, then setup fee is \$100. Setup plan required no later than 2 weeks prior to the event.	Setup is included in Hall leasing fee. Setup plan required no later than 2 weeks prior to the event.