



St Hilda's By the Sea Anglican Church

Open Doors · Open Hearts · Open Minds
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Facility Use Guidelines

Thank you for considering St. Hilda's facilities as a possible location for your next special event. Listed below is a description of the facilities and the policies St. Hilda's has adopted to assist you with your planning.

Facilities

Facility	Description	Fee Schedule
Sanctuary	Max seating 175. Sound equipment available. Piano or organ is available for an additional fee (see below). Altar railing removal is a set fee of \$25.	\$150 up to 4 hours \$ 45 per hour thereafter
Hall	Open space that accommodates 110 people using non-fixed tables and chairs and 200 people with no furniture. Folding plastic tables and stacking chairs are available upon request. Kitchen facilities include commercial fridge, two stoves, microwave, coffee makers, commercial dishwasher.	\$ 18 per hour no kitchen \$28 per hour with kitchen
Annex	Separate building with large open room, small kitchenette with bar fridge for coffee/tea. Suitable for small groups and meetings. Chairs and tables available. Max capacity is 30.	\$ 16.50 per hour
Gathering Room	Informal meeting room, furnished with comfortable chairs. Folding tables and stacking chairs set up for board meetings. Separate small kitchenette featuring fridge, microwave, kettle, coffee makers, tea trolley and cups. Max capacity is 30.	\$ 16.50 per hour
Small Meeting Room	Can be set up with chairs and tables. Kitchenette is available. Max capacity is 10.	\$ 14 per hour
Piano/Organ	Available in Sanctuary only. Use for Concerts/Recitals, etc.	\$ 25 flat fee
Damage Deposit	Refundable Damage Deposit is required upon booking.	\$ 100
Key Deposit	Refundable Key Deposit is required upon issuing key to premises.	\$ 20
Liability Insurance	One-time use liability insurance is available from the Anglican Diocese. If needed, the Office Administrator can provide you with the information & forms that you will need.	See Office Administrator for fees.

Facility Use Policies

Reservations	All reservations are done through the Office Administrator (604-885-5019). Changes in time, rescheduling, or cancellations must be done in person or in writing and are subject to availability.
Deposits	All deposits are refundable if the facility is returned to its pre-event condition (free of food, trash, decorations, etc., and furniture returned to pre-event locations) and renter has complied with all rental regulations. St Hilda's Office Administrator or a representative and applicant shall conduct a joint inspection both before and after the event to determine condition of the facility at those times.

Facility Use Fee	Facility use fees are non-refundable. Facility use fees do not pay for removal of trash, food, decorations, or other event paraphernalia.
Liability Insurance	All Users must have liability insurance. Groups and those persons participating therein agree that there is no liability on the part of St. Hilda's Anglican Church as to suitability or condition of the premises and that they use these premises at their own risk. The group and its members will indemnify St. Hilda's Anglican Church and hold it harmless for any legal liability, costs, or damages for bodily injury, harm to property or death of any person or persons. The group and/or participants also agree to pay for any damages done to St. Hilda's Anglican Church property caused by them during their use of said property, excepting always, liability arising out of the independent negligent acts of the Property Owner. It is strongly recommended that you obtain Liability Insurance in the amount of \$2,000,000. If you have Liability insurance, you are required to provide St. Hilda's Anglican with a copy of the certificate. If you need to purchase insurance, the Office Administrator can provide you with forms and fee schedule for Liability Insurance from the Anglican Diocese for Usage of Parish Property.
Decorations	No nails, staples or tape of any kind shall be used to secure decorations to the walls or woodwork. Balloons or items which can be tied to curtains or other fixtures can be used. No lighted candles.
Hours	Day and evening use until midnight, unless other arrangements are made in advance.
Commercial Catering	The applicant is solely responsible for cleanliness and condition of kitchen facility area and kitchen equipment at conclusion of the event even though a commercial caterer may have been used.
Alcohol	Alcoholic beverages are permitted if the applicant obtains a Special Occasion License. A Special Occasion Licence (SOL) permits you to serve, sell and consume alcohol at your special event, celebration or community festival. Licences are regulated by the Liquor Control & Licensing Branch, Ministry of Public Safety and Solicitor General, and issued by the Liquor Distribution Branch. It is the host's responsibility to apply for a SOL. <i>Documented proof of license must be supplied to St Hilda's prior to the event or the booking will be cancelled.</i>
Smoking	Smoking is not permitted within any of St Hilda's facilities.
Property & Equipment	Equipment and/or furnishings shall not be removed from the premises. Damage to property may result in billing for replacement or repair and/or forfeiture of deposit. There are separate fees for removing the altar railing and the use of projector and screen. See Office Administrator for these costs.
Internet	There is internet available upon request. Hall and Annex cannot access the signal.
Conduct	Applicant is responsible for the conduct of all guests.
Cleanup	Please ensure facility is returned to its pre-event condition. Return stacked chairs and folding tables to storage cupboard. Do not block doors or the thermostat on the wall. Please sweep hall and kitchen floors. If using kitchen, wipe kitchen counters and anywhere you had food and wash sink (equipment under the sink). Please place garbage and recyclables in bins provided outside side entrance of hall. Do not put coffee grounds or any other garbage into the sink drain.
Lost/ Stolen Articles	St Hilda's Anglican Church is not responsible for lost or stolen articles.