

New Rates Effective January 1, 2026

St. John the Baptist Anglican Church Hall Rental Policy

67 Fowler St. Richmond ON K0A 2Z0

Thank you for thinking about renting our Church Hall. These rules will form part of your rental agreement.

1. You will be able to access the Church Hall during the times specified in the rental agreement. If you need access to the hall outside of those times, you may be charged an additional fee.
2. Rental fees are:
 - a. Hourly - \$75.00
 - b. Half Day - \$200.00
 - c. Daily - \$350.00
 - d. Use of kitchen - \$50.00
 - e. A \$250.00 deposit is required. Amounts for any clean up that are over and above regular use, repairs, replacement of broken items will be taken from this deposit. Any left-over amount will be returned.
3. You must secure your own insurance. No rental will be confirmed until proof of insurance is provided. If you have \$2,000,000.00 in liability insurance with your personal policy, we will accept a certificate of insurance provided from your broker.
4. If you will be serving alcohol, you must purchase your own licence, and All LCBO rules must be followed.
 - Your licence must be posted in a conspicuous place visible to everyone
 - We require a copy of your licence
 - you must have a smart serve certified bar tender.
 - You must stop serving alcohol 30 minutes before your licence expires
 - You must ensure that alcoholic beverages are consumed inside the hall ONLY.
5. If you use the tables and chairs in the Hall you are responsible for setting them up, taking them down and putting them back as you found them.
6. You may decorate the hall but:
 - NO taping anything to the walls.
 - NO use of anything with an open flame ie candles, lamps
7. If you are expecting deliveries for your event. you must make arrangements with a member of St John's to open the door for you. Anything that can't be removed immediately after your event must be picked up within 48 hours. Prior approval must be given for this instance.
8. You are responsible for leaving the Hall clean and tidy after you are finished. Your rental agreement is not complete until we have inspected the building.

Cleaning up includes:

 - Removing any left-over food and beverages, cleaning up any spills, and generally tidying up after your event.
 - Picking up any cigarette butts left outside the door and putting them in the ashtray located on the exterior wall by the downspout.
 - Taking away your garbage.

Rental Policy January 2026

- When leaving the building, turn off all lights and ensure that doors and windows are closed securely
9. You are responsible for the behavior of everyone in attendance at your event. If it is determined that you are not behaving responsibly, we reserve the right to terminate your event. If Police Services are required, you are responsible for associated costs.
 10. Smoking in the Hall is not permitted.
 11. The phone in the hall is for emergencies only.