

Hall Rental Information for Baptisms

RENTAL FEES:

- **Reception with Congregation after Mass** - If doing a Baptism during a regular Mass and would like to have the reception with the congregation during regular coffee time, this would be free as you are including the parish members during an already booked time by the parish
- **Private Reception/Rental** - If you are hoping to rent the hall for a private reception the fee would be \$250.

PAYMENT DETAILS:

- The payments can be done by either Cash, cheque (made out to St. Charles Garnier Parish) or e-transfer. The office's preferred method is e-transfer.
- If sending an e-transfer, please put in the memo what the money is for...example: "Baptism Hall Rental for ..."
- The office requests that you send the hall rental payment separate from Baptism Fees.
- The e-transfer should be sent to etransfer.SCGK@nelsondiocese.org. The email address has auto-deposit and should say "paid to Gregory Bittman" - he is our Bishop.

CONDITIONS FOR RECEPTION WITH CONGREGATION AFTER MASS:

- Please give the parish notice if you are planning to bring food to celebrate with the congregation after Mass – this information will need to be given to the coffee time groups so they are aware.
 - Please decide if you are bringing food in addition to the coffee group's goodies (such as a cake) or if you would like to provide all the food.
 - Would you still need assistance from the coffee group for putting on the coffee/tea?
- Please note that you would be expected to assist with clean up of the reception – it is not the coffee groups responsibility to clean up all the items from your celebration
 - Clean up would include ensuring all the garbage is disposed of from the tables, plates and cups cleared and cleaned, tables wiped, and floors swept.
- If you are bringing a cake or foods that would require plates/cutlery – you are encouraged to bring disposables for this for easier clean up.

CONDITIONS FOR PRIVATE HALL RENTALS:

- You may use the parish's tables and chairs for your rental
 - Our groundkeeper will set the tables & chairs up in advance for you with notice of your numbers and how you want it set.
- The kitchen equipment, dishwasher and dishware are **not** included in the rental – they are strictly for internal use of the church.
- We invite renters to bring disposables for food (plates, napkins, cups, etc).
- All items would need to be cleaned and cleared from the hall by the renter – this would include wiping the tables and sweeping the floor
- You are required to get your own event insurance – ***details on this below in its own section***
- You are allowed to decorate but not to take items off the walls or use items on that walls that would cause holes, marks or any damage to the hall.
- If you are hoping to drop items off to the hall outside of rental times – please make arrangements with the parish office
- If your rental is on the weekend – please contact the office for details on who will be letting you into the church and locking up for you after the rental

RULES/REGULATIONS IF HAVING ALCOHOL SERVED:

It is allowable but you would need to have both an event liquor license (aka Special Event Permit SEP in BC) and Event Liability Insurance. Details for both below:

- ***Liquor License (also called Special Event Permit or SEP):***
 - First, you need to have someone serving the alcohol that has their Serving It Right Certificate. Their certification number gets included in the application for the liquor license (SEP). Website on details and obtaining Serving it Right below:
 - <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/liquor-resources-information/serving-it-right>
 - After you have the Serving it Right Certificate number, you can proceed with applying for the License/Permit online. I would recommend getting this done today in case they need time to process - sometimes it's immediate but depends on the event time, how much alcohol being served and type of alcohol before it

determines if RCMP need to review the permit before approved. The approved permit comes electronically. Website for this below:

- o <https://www2.gov.bc.ca/gov/content/employment-business/business/liquor-regulation-licensing/liquor-licence-permits/apply-for-liquor-licence-permit/apply-for-liquor-special-event-permit/prepare-and-apply-for-a-special-event-permit>

- ***Event Liability Insurance:***

- o The parish office would need a copy of your event insurance by this Friday (basically before the event date). The parish prefers this provider: <https://apex.insurecert.com>. I personally like DUUO.ca as it is fast but the office told me the first link is preferred.
- o The insurance must cover minimum \$1million liability and under additional insurers include: The Roman Catholic Bishop of Nelson

[Prepare and apply for a liquor Special Event Permit](#)

Find out what you need to do before submitting your Special Event Permit application. This includes fees, permits, rules and responsibilities, and Serving It Right or Special Event Server certifications.

www2.gov.bc.ca