St. Michael's Roman Catholic Church 68 152 PR 212 Cooks Creek, MB R5M 0E2 RENTAL APPLICATION FORM

Contact hallbookings@stmichaelsrc.com OR call 204-444-4014

St. Michael's Roman Catholic Church is located at 68152 PR Highway 212, Cooks Creek (RM of Springfield) The indoor rental space is found in the church basement.

The facility accommodates approximately 140 to 150 people comfortably for a sit-down meal.

The facility is wheelchair accessible from the outside.

The kitchen is equipped with four stoves, 2 large refrigerators and freezer space along with a commercial dishwasher.

There is plenty of parking.

Two basement bathrooms. Name of group or organization requesting facilities:									
Name of person in charge,	who will be present at the event:								
Mailing Address:									
City/Town:	Province:	Postal Code:							
Cell #:	Home # :	FAX #:							

Area/s Required: (Please check off on the list below what you will need to use during the event)

Basement Hall Rental Fee (\$200.00) Payment is due at the time the application is submitted.

- 1. Kitchen Yes O No O
 - Dishwasher O
 - Coffee Makers O
 - Dishes
 - Freezers/Refrigerators O
 - Ovens O
- 2. Tables and Chairs O
- 3. Sound System O
- 4. Is the event going to be catered? Yes O No O
- 5. Is the food to be prepared by;
 - The Catholic Women's League of St. Michael's RRC. O
 - Outside caterer O
 - Renters O
- 6. Washrooms O (One is barrier free accessible.)
- 7. Dish Clothes/Towels O Laundry is to be left in the laundry hamper provided.
- 8. Wheelchair Lift O

A qualified wheelchair operator will be on site the day of your event to operate the wheelchair lift for you. Only trained/qualified members of the parish are permitted to operate the lift. Additional fee of \$50 for this service.

Church Grounds O		
Church (Balcony is not to be used.) O		
Parking Lot O		
Reason for use of facility:		
Event Date(s) required:	Time(s) required:	

Admission to be charged to atter	nd function.	O Yes O N	lo		
Anticipated number of people in	attendance.				
Liquor permit required. The facility is permitted for 50 perportable toilets to cover the additional contents.				an 50 people, t	he renter must supply
Audio required?	O Yes	O No			
Setup Requirements:					
Do you require access to the faci	lity to set up fo	or your event?	No O Yes O Da	ite:	Time:
Do you need access to the wheel	chair lift durin	g your event s	et-up? Yes O	No O Do	
you want to test out the sound s	ystem during y	our event <i>set</i>	-up? Yes O No	0	
Cleaning up after your event:					
It is the responsibility of the rent kitchen should be clean. Tables		•	•		
It is the responsibility of church s	taff to ensure	the doors are	opened and locke	ed before, durir	ng and after the event.
Additional Comments:					
This completed rental agreement person to the appropriate Church	· •				g address or delivered in
Declaration: I have read the rent	al agreement a	and agree with	the terms.		
Printed Name of Renter:		Signature o	of Renter:		Date:
	5	FOR OFFICE			
Data of Descint of Applications	-	•	y the rental appli	cation.	
Date of Receipt of Application a of Rental: \$	and Payment:	_	Cost		
Payment Received \$ Method of Payment Catholic Church	: ca	ash O cheque	O Cheques are t	o me made out	to St. Michael's Roman
The designated parish supervisor attendance. Yes O The individual who will attended phone number is	the event on b	ehalf of the p	·		
Payment received by:			Date:		
St. Michael's Administration Bowill be returned to the renter.	oard retains the				