

**St. Michael's Roman Catholic Church**  
**68 152 PR 212 Cooks Creek, MB R5M 0E2**  
**Contact hallbookings@stmichaelsrc.com OR call 204-444-4014**

Hall Rental Agreement

This agreement is to be used for bookings made by the following CWL, CCHM and others as deemed appropriate. If alcohol is to be served then the more detailed hall rental form is to be completed.

**Renter Information:**

Name of Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Phone: \_\_\_\_\_

**Event Information:** Booked On (M/D/Y): \_\_\_\_\_

Description of Event: \_\_\_\_\_

Event Date: (M/D/Y): \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Expected # of Participants: \_\_\_\_\_ (note hall capacity 140)

Areas Required: Kitchen: \_\_\_ Hall: \_\_\_ Church: \_\_\_

It is understood that use of the kitchen includes ovens, microwave and dishwasher. All equipment and furnishings (tables and chairs) used must be cleaned after use.

Other Requirements: TV/Sound System: \_\_\_\_\_ Bar Fridge: \_\_\_\_\_

Bunn Coffee Maker: \_\_\_\_\_

Dough Roller: \_\_\_\_\_ Dough Machine: \_\_\_\_\_

Slushie Machine: \_\_\_\_\_ Candy Floss Machine: \_\_\_\_\_

Please note that to use the dough machine, dough roller, slushie machine and/or candy floss machine the operator **must** be trained in its use.

**Rental Fee:** Yes: \_\_\_\_\_ Amount: \_\_\_\_\_ No: \_\_\_\_\_

Fee payable to St. Michael's RC Church – drop off or mail: attention Bookkeeper

This is to certify that the above-named renter while occupying the church hall will provide and be responsible for adequate supervision and safety of those present. The renter agrees to pay for any damages incurred.

Signature of Renter: \_\_\_\_\_ Date: (M/D/Y): \_\_\_\_\_

Signature of Church Representative: \_\_\_\_\_

March 22, 2026