

OLV BANQUET HALL
5338 BANK STREET GLOUCESTER, ON. K1X 1H1
TEL: 613-822-1777

Thank you for your inquiry for the OLV Banquet Hall rental.

- The Banquet Hall cannot be used for any event or activity that is contrary to the practices or teachings on matters of faith and morals, of the Roman Catholic Church as interpreted by the Archbishop of the Archdiocese of Ottawa.
- The hall rental is \$950 from 1 pm to 1 am the day of the event. A \$500 deposit will hold your booking. Note: ***If your booking is cancelled six months prior to the event date, NO DEPOSIT is returned.***
- You can have 2 hours of complimentary decorating time the day before the event, usually in the late afternoon.
- If there is recorded music, a music copyright fee is collected.
- Renter must provide \$2 Million in liability insurance (form is on website).
- A \$500 *refundable* security/damage deposit is required.
- You may use your own caterer subject to the approval of the Hall Manager (e.g. must be a licenced caterer due to health regulation considerations).
- Guests are not permitted to work in the kitchen due to health and safety reasons.
- The caterer must provide dishes, glasses, cutlery, etc.
- Tablecloths and chair covers are your responsibility.
- There is no charge for putting food into dishes including serving trays of the food in the kitchen.
- There is also no charge for use of the large walk-in cooler.
- If food needs to be heated there is a \$200 charge for the gas stoves.
- If you are serving alcohol, you must provide a Special Occasions Permit from the LCBO.
- The bar is available at \$200. If alcohol is sold you keep the proceeds.
- Smart servers (not any of the guests or relatives) are required at 1 per 100 people. If the caterer doesn't provide this service, the Hall can at \$20 per hour.
- The hall will be set up according to your floor plan. Round tables are 72 inches in diameter and seat 8 to 10 people. There are also banquet tables 72 inches by 33 inches wide. The Hall's new black banquet chairs are very comfortable.
- Decor items must be free standing with nothing attached to walls, curtains or light fixtures.
- Candles must be held in glass containers.
- All doors must remain access free.
- The hall will accommodate 150 guests with a head table, buffet table and dance floor.
- Please note there can be NO smoke, bubble, dry ice or confetti machines of any kind.
- Only cigarette and cigar smoking is permitted on the grounds. NO cannabis is allowed on the parish property.

Updated November 2018