



The completion of this form is required to book the parish facilities (church, hall, meeting rooms, equipment) and shall be **emailed** to the Parish Office (guardianangelsbr@archtoronto.org) at least **one (1) month in advance**. You will be notified by email upon approval of your request.

FOR PARISH OFFICE USE ONLY:

Date Received/by: _____
 NOTES:

LICENSE AGREEMENT

THIS AGREEMENT made as of the _____ day of _____, 20____, BETWEEN:

THE PARISH OF **GUARDIAN ANGELS**, (the “Parish”) REPRESENTING THE ROMAN CATHOLIC EPISCOPAL CORPORATION FOR THE DIOCESE OF TORONTO, IN CANADA (the “Diocese”)

REV. JAN GOGOLEWSKI (Parish Priest)

Guardian Angels Parish

Tel. No. 905.970.9175 Email: guardianangelsbr@archtoronto.org

-AND-

10630 Creditview Road, Brampton, Ontario, L7A 0T4

NAME OF LICENSEE/TENANT _____ **CELL #** _____ **EMAIL** _____
ADDRESS _____ **CITY** _____ **PROV** _____ **POSTAL CODE** _____

The Parish, on behalf of the Diocese, hereby authorizes the Licensee to use certain parts of the Parish property as set out below:

A. LOCATION (hereinafter referred to as the “Premises”)

Total Number of Attendees: _____ **Fire Code Regulations require the strict enforcement of the maximum number of persons per area**

CAPACITY PER AREA	
<p>PARISH HALL (choose one)</p> <input type="checkbox"/> Auditorium Style seating – No tables (400 pax maximum) <input type="checkbox"/> Banquet Style (current set-up) - 200 pax maximum - 25 round tables (maximum) - Eight (8) chairs per table - Max of 6 long tables (60”x30”) for food - Specify # of tables if less than 25 _____	<p>Name of Event Coordinator (if any): <input type="checkbox"/> NA (if none) _____ Cell#: _____ Email: _____</p>
<p>COMBINED (ST. MICHAEL & ST. GABRIEL ROOMS) Note: Parish Office reserves the right to <input type="checkbox"/> U-Shape Style (current set-up) - 40 pax maximum - Max of 7 long tables</p>	<p>NOTES:</p> <ul style="list-style-type: none"> • Table covers, cutleries, plates, and other dining wares will be the responsibility of the licensee /tenant • ALCOHOL LICENSE: If Alcohol will be served, licensee/tenant is responsible for obtaining the alcohol license and must submit the license to the parish office 2 weeks before the event. • Chairs and tables are to be set back into its original position as it was found • GARBAGE/RECYCLE: All trash should be in the provided garbage & recycle bins with plastic bags tied or bins covered at the end of the event. • Kitchen and Bar are OFF LIMITS
<p>OTHER AREA (INDICATE BELOW) <input type="checkbox"/> _____</p>	
<p>EQUIPMENT</p> <input type="checkbox"/> Fixed screen and projector <input type="checkbox"/> Parish Hall <input type="checkbox"/> Combined St. Michael & St. Gabriel rooms <input type="checkbox"/> Sound System & Microphone (Parish Hall only) Note: licensee should provide own laptop, extension cord, and other connections.	

B. TERM OF LICENSE (the “Term”)

DATE OF EVENT _____ **TIME OF EVENT** _____

MON TUE WED THU FRI SAT SUN **START TIME:** _____ AM PM **END TIME:** _____ AM PM

- Licensee/tenant can only enter the venue 30 minutes before the Start Time.
- Licensee/tenant shall wrap up within 30 minutes before the End Time.
- Security will lock up/everyone should be out of the premises by End Time.



C. PURPOSE OF LICENSE

The Licensee shall use the Premises solely for the purpose of: _____

and for **no other purpose** without the prior written consent of the Parish Priest or his delegate. **The Licensee acknowledges that the Premises may in no event be used for any purpose which is unlawful or contrary to the practices, or teachings on matters of faith and morals, of the Roman Catholic Church as interpreted by the Archbishop of the Diocese.**

D. LICENSE FEE

Fee for rental of the facility specified in Paragraphs A & B.

- \$1000 –four (4) hours or less
- \$250/hour – in excess of 4 hours

Licensee shall pay the Guardian Angels Parish the following fees for booking the facility mentioned in Paragraph A:

Calculation of RENTAL/LICENSE FEE:

Rent for 4 hours or less \$1000

Number of hours exceeding 4 hours _____ x \$250/hour = _____ \$

TOTAL RENTAL/LICENSE FEE in cash \$

\$ 500.00 **SECURITY DEPOSIT (cash)** is required upon approval of this license agreement form.
Note: The premises will be inspected within two weeks after the event. **If there are no damages to the property, or arrears, the security deposit will be returned in full to the licensee.** However, if damages or arrears are identified, the security deposit is subject to deduction of any amount or amounts required to satisfy or offset the Licensee’s obligations hereunder.

If booking less than a month from the date of the event:
100% RENTAL FEE DEPOSIT (cash) is required upon submission of this license agreement form.
 \$ _____ Note: Rental fee is forfeited if booking is cancelled.

If booking a month or more in advance from the date of the event:
50% RENTAL FEE DEPOSIT (cash) is required upon submission of this license agreement form.
 \$ _____ Note: Rental fee is forfeited if booking is cancelled less than a month from the date of the event.

50% BALANCE OF RENTAL FEE (cash). Payable two weeks before the event.
 \$ _____ Note: Applicable only for bookings made a month or more in advance from the date of the event.

SECURITY PERSONNEL FEE (cash) for parish personnel on stand-by during the event.
 Payable two weeks before the event.
 \$100 for a minimum of 4hours or less
 \$25 per hour for additional hours. Additional hours (if any): _____
 \$ _____

CARETAKING SERVICE FEE (cash)
 \$100 for a minimum of 4hours or less
 \$25 per hour for additional hours. Additional hours (if any): _____
 \$ _____

\$ **GRAND TOTAL to be paid by the licensee.** Security Deposit is not included in the Grand Total.

To be submitted at least two (2) weeks before the event:

1. **GENERAL PUBLIC LIABILITY INSURANCE** obtained at the expense of the licensee must be submitted two weeks before the event. See Paragraph F (2) to apply.
2. **ALCOHOL LICENSE** if alcohol will be served



E. CONDITIONS, RULES AND REGULATIONS

The Licensee agrees to abide by all of the License Conditions and the Rules, Regulations and Policies governing the Premises and set out (Paragraphs A to G).

In this License Agreement, the terms “Parish” and “Diocese” are used. The Licensee recognizes that the Parish is not a separate legal entity and is at all times owned and operated by the Diocese to whom the legal obligations set out herein are owed by the Licensee. “Parish” designates the local representatives of the Diocese.

IN WITNESS WHEREOF the Diocese and the Licensee have signed this License Agreement.

ROMAN CATHOLIC EPISCOPAL CORPORATION FOR THE DIOCESE OF TORONTO, IN CANADA

By the Parish Priest of **GUARDIAN ANGELS PARISH**

Per: _____
 REV. JAN GOGOLEWSKI

WITNESS (if not a Corporation)

(LICENSEE/TENANT)

 Name

 Name:

 Signature

 Signature

F. LICENSE TERMS AND CONDITIONS

The Licensee hereby acknowledges, covenants and agrees to the following terms and conditions, all of which, together with the Rules, Regulations and Policies following form part of this License Agreement:

1. INDEMNITY

The Licensee covenants to indemnify and hold harmless the Parish/Diocese and those for whom the Parish/Diocese is at law responsible against any claims whatsoever for damage to or loss of property or in respect of any injury or death whether to the Licensee’s property or person, as the case may be, or that of any other person, and against any other person, and against any other claims, proceedings, damages, costs or expenses of any kind or nature whatsoever incurred by the Parish/Diocese and arising out of the use by the Licensee of the Premises (and expressly including, without limitation, any such claims arising from the breach by the Licensee of its covenants and obligations set out in Paragraphs F (4) and F (5), below), save and except where any such property damage, injury or death or other loss or expense giving rise to any such claim is caused by the gross negligence of the Parish/Diocese or those for whom it is at law responsible. This indemnity shall survive the expiration or sooner termination of this License Agreement.

2. INSURANCE

The Licensee shall, at its sole expense, insure its own property to be brought onto or used in connection with the Premises and, in addition and without limiting the generality of the foregoing, the Licensee shall at all times during the term of the Licences maintain and pay for general public liability insurance **with limits of not less than Two Million Dollars (\$2,000,000.00) per occurrence in a form satisfactory to the Diocese, which shall name the Diocese as a joint insured party and shall contain a waiver of subrogation in favour of the Diocese and those for whom it is at law responsible, as well as cross-liability and severability of interests endorsements.** The Licensee agrees to provide a certificate or other satisfactory evidence of such insurance to the Parish/Diocese prior to being permitted any access to the Premises. **If the Licensee’s permitted use or function involves the dispensing of alcoholic beverages, the policy of insurance shall contain a Host Liquor Legal Liability endorsement.**

General public liability Insurance can be obtained by the licensee from: Gallagher Insurance: <https://secure.e-registernow.com/cgi-bin/mkpayment.cgi?state=3300>



3. LICENSE TO REPAIR

At the end of the term of the License or, in the case of license for periodic use, after each occasion on which the Licensee has used the Premises, the Licensee shall ensure that its property is removed promptly from the Premises and that the Premises are left in a neat and tidy condition. In addition, the Licensee shall be responsible to repair any damage caused to the Premises through the use of the Premises by the Licensee (reasonable wear and tear excepted).

4. STANDARD CARETAKING SERVICES

If caretaking services or supervision are required for the Premises beyond the normal maintenance standard of the Parish owing to the use to which the Premises are put by the Licensee, including, without limitation, use of the Premises in the evenings, on week-ends or on statutory holidays, the above services shall, at the option of the Parish, be supplied by the Parish at the expense of the Licensee and the cost of same shall be payable by the Licensee as an additional license fee forthwith upon demand for same by the Parish/Diocese.

Without limiting the forgoing, the Licensee acknowledges that it will at all times adhere to any provisions of the Guidelines (as defined below) related to the regular cleaning and disinfecting after each use of any equipment used by the Licensee in its programs (including any of the equipment of the Parish / Diocese use of which has been permitted under Section F (6), below) and shall at the end of each day during the Term be responsible to thoroughly clean and disinfect the Premises and any 'touchpoints' therein with which the Licensee's employees, volunteers, or participants may have come in contact and shall for that purpose employ only disinfectant products which have been assigned a drug identification number ('DIN') by Health Canada and are listed on Health Canada's list of "Disinfectants with Evidence for Use Against COVID-19".

5. COMPLIANCE WITH LAWS and COVID-19 RELATED GUIDELINES

The Licensee expressly covenants and agrees that it shall throughout the term of this Licence Agreement, and at its sole cost, comply with all applicable laws, regulations, by-laws, directives or guidelines of any federal, provincial or municipal governmental authority (including, without limitation, any public health authority having jurisdiction) applicable to the Licensee's use of the Premises. Without limiting the generality of the forgoing, the Licensee shall be solely responsible to ensure that its operations and activities in and on the Premises comply at all times throughout the Term with all applicable provisions of the COVID-19 guidelines (collectively, the "Guidelines") released by:

- Province of Ontario
- Ministry of Health (Ontario)
- Guidelines from Public Services Health and Safety Association (funded by the Ontario Ministry of Labour)
- Such COVID-19 guidance as may from time to time be issued by the local Public Health Unit for the area in which the Premises are located.

The Licensee acknowledges having reviewed carefully the Guidelines and being familiar with the requirements thereof applicable to its proposed use of the Premises, including, without limitation, any applicable provisions thereof related to:

- appropriate daily screening of all employees, volunteers and participants;
- requirements for employees, volunteers and participants to self-report COVID-19 related symptoms;
- instruction of employees, volunteers and participants on PPE use, care and limitations;
- provision at all times of alcohol-based hand sanitizer or soap and water at entrance to the Premises;
- limiting the aggregate number of employees, volunteers and participants present at the Premises at any time; and
- design of all programs to accommodate appropriate physical distancing.

6. USE OF EQUIPMENT ON PREMISES

The Licensee shall not be permitted to use any equipment and/or fixtures belonging to the Parish and located on the Premises without first obtaining the written consent of the Parish nor shall the Licensee be permitted to store its own equipment or other property on the Premises without the prior written consent of the Parish.

Kitchen and Bar are off limits.



7. LICENSE NON-TRANSFERRABLE

The Licensee expressly acknowledges that this License is non-transferrable and the Licensee has no right to assign this License, or any of its rights or interest hereunder, to any other party

8. NO TENANCY CREATED

The Licensee further acknowledges that no tenancy between it and the Parish or Diocese is created by virtue of this License Agreement.

9. SIGNS

Any signs which the License wishes to display at the Premises to publicize the Licensee's use must be specifically approved in writing by the Pastor of the Parish, both as to form and content and as to location, which approval may be reasonably withheld in the Pastor's discretion.

10. SUSPENSION OF LICENSE BY PARISH

Should a Parish/Diocese activity require, in the discretion of the Pastor, acting reasonably in the circumstances, the cancellation or suspension of this License, the Parish/Diocese shall notify the Licensee's representative, as named above, of such cancellation or suspension at least three (3) days prior to the date in respect of which the License is being cancelled or suspended and the Licensee shall be entitled to a refund or rebate of that portion of the license fee attributable, in the reasonable opinion of the Parish/Diocese, to the date or dates to which the cancellation or suspension relates. Such refund or rebate shall constitute the Licensee's only compensation or remedy and the sole liability of the Parish/Diocese in the event of such suspension.

11. TERMINATION BY PARISH

Notwithstanding the stated term of the License in Section B, the Licensee acknowledges that the Parish/Diocese hereby reserves the right to cancel this License Agreement at any time at the sole discretion of the Parish/Diocese, including without limitation if in the opinion of the Parish/Diocese the Licensee is in breach of any of its obligations under this License (including without limitation any breach of its obligations under either of Sections F (4) or (5), above), and the Licensee shall be entitled to a refund or rebate of that portion of the license fee attributable, in the reasonable opinion of the Parish/Diocese to the unexpired portion of the term of this License. Such refund or rebate shall constitute the Licensee's only compensation or remedy and the sole liability of the Parish/Diocese in the event of such termination.

G. RULES, REGULATIONS AND POLICIES

1. The sidewalks, driveways, parking areas, entry passages, fire escapes and stairways of the Building, if any, shall not be obstructed by the Licensee, or used by it for any purpose other than ingress and egress to and from the Premises.
The Licensee shall not place or allow to be placed in the Premises or Building any waste paper, dust, garbage, refuse or anything whatever that would tend to make them unclean or untidy.
2. The water closets or other water apparatus shall not be used for any purpose other than those for which they were constructed, and no sweepings, rubbish, rags, ashes or other substances shall be thrown therein. Any damage resulting from misuse shall be borne by the Licensee by whom or by whose agents, servants or employees the same is caused. The Licensee shall not let the water run unless it is in actual use, nor shall it deface any part of the Building.
3. No licensee shall do or permit anything to be done in its respective premises, or bring or keep anything therein, which will in any way increase the risk of fire or obstruct or interfere with the rights of other licensees or the Parish or violate or act at variance with the laws relating to fires or with the regulations of any fire department or any board of health.
4. The Licensee, its clerks or servants shall not interfere with other Licensees or the Parish or those having business with them.
5. The Licensee shall not operate or permit to be operated any musical or sound producing instrument or device inside or outside the Premises which may be heard outside the Premises, or which may be deemed to be a nuisance to other licensees of the Building or the Parish.
6. No one shall use the Building or Premises or any part thereof for sleeping apartments or residential purposes or for the storage of personal effects or articles other than those required for business purposes.



7. All licensees must observe strict care not to allow windows or doors to remain open so as to admit rain or snow or so as to interfere with the heating of the Building. Any injury or damage caused to the Premises, the Building or its appointments, furnishings, heating and other appliances or to any other licensee by reason of windows or doors being left open so as to admit rain or snow or by interference with or neglect of the heating appliances or by reason of the licensee or other person or servant subject to it shall be made good by the licensee in whose premises the neglect, interference or misconduct occurred.
8. It shall be the duty of the respective licensees to assist and co-operate with the Parish in preventing injury to the premises demised to them respectively.
9. No inflammable oils or other inflammable, dangerous or explosive materials shall be kept or permitted to be kept in the Premises.
10. The parking of cars shall be subject to the reasonable regulations of the Parish from time to time.
11. The Licensee shall not mark, paint, drill into or in any way deface the walls, ceilings, partitions, floors or other parts of the Premises or the Building (e.g., use any kind of tapes, nails or other adhesive materials that could damage the walls) except with the prior written consent of the Diocese as it may direct. Only free-standing banners are allowed.
12. The Licensee agrees to surrender to the Parish on the termination of the License all keys, if any, to the said Premises.
13. All glass, locks and trimmings in or upon the doors or windows of the Premises shall be kept whole and whenever any part thereof shall become broken, the same shall be immediately replaced or repaired under the direction and to the satisfaction of the Parish, and such replacements and repairs shall be paid for by the Licensee.
14. No person shall enter upon the roof of the Building and any person who does so, does so at his own risk.
15. No Licensee shall be permitted to do cooking or to operate cooking apparatus except in a portion of the Building licensed for that purpose and with the written approval of the Parish Priest.
16. All trash should be in the provided garbage bin with garbage bags tied or bins covered. The Licensee shall leave the Premises in a condition suitable for the performance by the Parish of its janitorial or caretaking services.
17. The Licensee shall on request provide the Parish with names of persons, if any, entitled to represent the Licensee in matters relating to the License and the Premises or to enter the Premises outside the normal hours of business. The Parish may restrict entry to the Premises or the Building to anyone, including the Licensee, outside the normal hours of business and/or the hours set out in paragraph B of this License.
18. The Parish reserves the right to close or otherwise restrict the use of the parking areas of the Building from time to time as dictated by the needs of the Parish.
19. The Parish shall have the right to make such other and further reasonable rules and regulations as in its judgment may from time to time be needful for the safety, care, cleanliness and appearance of the Building and Premises therein, and for the preservation of good order therein and the same shall be kept and observed by the Licensee, its clerks and servants.
The Parish may from time to time waive any of such rules and regulations as applied to a particular Licensee and is not liable to the Licensee for breaches thereof by other Licensees.
20. The Pastor or his designate reserves the right to:
 - a. Approve or disapprove any booking,
 - b. Change area assignment if necessary,
 - c. Cancel the use of the parish facilities without prior notice if the participants/members violate any of the set policies
21. **CANCELTION OF BOOKING**: Licensee shall notify the parish office via email of any cancellations at least a month before the requested date. In case of bad weather, Licensee must take the onus of immediately advising the parish (the morning of the date requested) of any cancellations of the event/activity/meeting/gathering.
22. The Pastor or his designate/authorized person will open the premises and disarm the alarm 30 minutes before the Start Time of the event and will close and set the alarm 30 minutes after the set End Time.
23. The church and chapel are sacred places. Please maintain silence.



24. The use of the Sanctuary outside the Mass (except for ministry training - Altar Servers, Lectors, Eucharistic Ministers, Altar Guild) is prohibited unless written approval is obtained from the Pastor.
25. The facilities are **NOT** to be used for events/activities/meetings/gatherings if the purpose is to promote philosophies or teachings contrary to the faith and morals of the Catholic Church. The criterion is the content or purpose of the meeting, not the Licensee.
26. It is the responsibility of the Person Responsible/Licensee to obtain LCBO License if alcohol will be served.
27. Person Responsible/Licensee shall ensure the following:
 - a. Arrive at the parish premises at least minutes prior to the Start Time of the event/activity/meeting/gathering.
 - b. End the event/activity/meeting/gathering at least 15 minutes prior to End Time to give ample time to clean up.
 - c. Explain to the participants/members before the start of the event/activity/meeting/gathering, the policies on the use of the parish facilities and provide the location of the washrooms, fire exits and other security/safety features of the parish premises (example: presence of 24-hour surveillance cameras, emergency exits are to be used only if there is an emergency, entry and exit will only be through the main doors).
 - d. Ensure that washrooms and all areas used are clean and tidy before leaving the hall
 - e. Switch off **ALL** sound equipment and small appliances before leaving the parish premises.
 - f. Children below 18 years old are **SUPERVISED AT ALL TIMES** and not allowed to roam unattended around the parish premises.
 - g. Check the area(s) before leaving for any personal items or meeting materials left behind.
 - h. Report damages (if any) immediately after using the facilities.
28. Parish Office is off limits to non-parish office staff and shall remain locked at all times.
29. Firearms and lethal weapons are prohibited in the church premises.
30. The use of recreational drugs of any kind, smoking (including E-cigarettes) within the parish premises are strictly prohibited.