

We invite you to join us to celebrate Jesus Christ and learn more about him through worship, fellowship, service and education

HOW TO CONTACT US

For information on Parish facilities rental, please call the Church office at

Phone: 613-828-2472

PARISH STAFF

Incumbent: The Reverend George Kwari
Music Director: Kacper Waclawski
Parish Administrator: Marilyn Brownlee
Sexton: Jim Davis

PARISH OFFICERS

Rector's Warden: Jack Dymont
People's Warden: Richard Fleming
Deputy Rector's Warden: Eileen Mortimer
Deputy People's Warden: Alice Walsh



Phone: 613-828-2472

Email: office@ststephensottawa.org
Web: www.ststephensottawa.org

WHO ARE WE?

St. Stephen's Anglican Church aspires to be a worshipping and caring community, dedicated to knowing Jesus Christ and making Him known.

As such, we rent out church facilities to groups interested in making use of them. The second page itemizes our pricing, the third page displays pictures of the areas and the fourth page details Third Party Liability Insurance required.

FACILITIES RENTAL BROCHURE

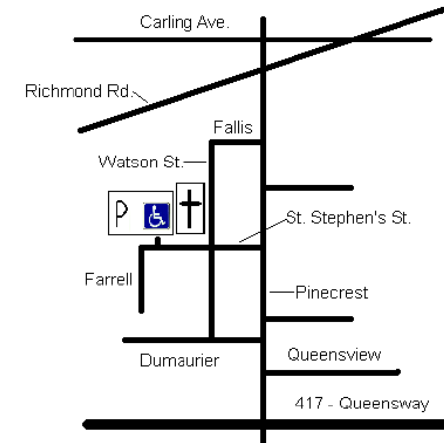
ST. STEPHEN'S ANGLICAN CHURCH

930 Watson Street
Ottawa ON K2B 6B9
(Parking lot – 2821 St. Stephen's St.)

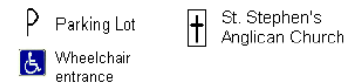
Welcome to our Parish



St. Stephen's Anglican Church
Ottawa, Ontario



MAP NOT TO SCALE



Main Hall



Shalom Room and Kitchen



Worship Space



Rates Effective November 2017

Type of Event	# Participants (1 day)	Premium	Prov. Sales Tax 8%
Meetings	1-100	\$1.50	\$.12
	101-250	\$3.00	\$.24
Theatre, Performance Etc.	1-100	\$35.00	\$2.80
	101-250	\$60.00	\$4.80
Workshops, Services, Non- sport, Auctions, Etc	1-25	\$25.00	\$2.00
	26-100	\$50.00	\$4.00
	101-250	\$75.00	\$6.00
Dinner Party Birthday, Anniversary, Showers, Luncheon Etc.	1-250	\$60.00	\$4.80
Weddings	1-250	\$60.00	\$4.80
Dances	1-250	\$150.00	\$12.00
Birthday Party (kids)	1-25	\$30.00	\$2.40
Events including liquor		Individual case basis	8%
Festivals, Parades, Beer Gardens, Sports activities		Individual case basis	8%

Third Party Liability Insurance:

Any person or group renting or using the facilities for a meeting or event which is not church sponsored, be it indoor or outdoor, must provide proof of Third Party Liability Insurance stating St. Stephen's and Anglican diocese as additional insured. If the person or group cannot provide proof of coverage, coverage can be arranged through our office provided the appropriate premium is paid by certified cheque to this office at least three (3) weeks prior to the meeting/event date.

The description of coverage contained herein is not complete, and reference must be made to the actual terms and conditions of the applicable policy.

Cancellation Policy:

- More than 2 weeks prior — Full Refund
- 2 weeks prior — 50% Refund
- Less than 2 weeks prior — No Refund

Facility	Space	Lower Hall
	Size (sq ft)	3000
	Capacity	175
Rental Terms	Cost/ hour (\$)	35
	Minimum hours	3
	Payment Type	Certified cheque
Damages and Security	Amount (\$)	100
	Payment Type	Cash
	Cancellation (5 days or less prior)	25%

Facility	Space	Kitchen (only with lower hall)
	Size (sq ft)	1500
	Capacity	N/A
Rental Terms	Cost/ hour (\$)	30
	Minimum hours	3
	Payment Type	Certified Cheque

Damages and Security	Amount (\$)	200
	Payment Type	Cash
	Cancellation (5 days or less prior to event)	25%

Facility	Space	Rayner-Shalom Room
	Size (sq ft)	1500
	Capacity	25
Rental Terms	Cost/ hour (\$)	25
	Minimum hours	2
	Payment Type	Certified cheque
Damages and Security	Amount (\$)	100
	Payment Type	Cash
	Cancellation (5 days or less prior to event)	25%

Facility	Space	Church Worship Space (ONLY with prior approval of Wardens and Rector)
	Size (sq ft)	7000
	Capacity	350
Rental Terms	Cost/hour (\$)	150
	Minimum hours	3
	Payment Type	Certified cheque
Damages and Security	Amount (\$)	400
	Payment Type	Cash

Facility	Space	Any
Caretaker	\$15/hr, min 3 hrs	Certified Cheque
	Cancellation	% as space