

Swift Hall Rental Policies

(Updated 10 June 2020)

- Parish and school activities take precedence over any outside rental.
- Hall rental is handled through the Business Manager of St. Martin de Porres Parish only.
- Parishioners are not permitted to rent the hall for outside groups at “Parishioner Rates.”
- Fifty percent (50%) deposit is required to confirm booking.
- The parish is not responsible for providing any additional equipment or supplies (e.g. power cords, tables, stage, etc.) for outside events held in the hall. All renters are expected to bring all supplies needed for their event.
- No event held at Swift Hall may end later than 12:00 am unless previously approved in writing by St. Martins de Porres Parish.
- For events taking place at night, it is important to be considerate of our neighbours. The parish reserves the right to ask (and require) that the volume of music being played be lowered to an acceptable level.
- St. Martin de Porres Parish does NOT provide security services for events held at Swift Hall. It is the Renter’s sole responsibility to ensure adequate security.
- Parking is available for guests of events held at the hall.
- Neither St. Martin de Porres parish nor school may be held responsible for damage to any vehicle parked in our lot or in front of Swift Hall.
- Change of date or cancellation should be sent via e-mail or text, no later than five (5) calendar days prior to the scheduled event, or forfeit all monies paid.
- Individual/ Organization Responsibility for Guests: The individual or organization sponsoring the event is responsible for the actions of each guest present. Any damage or violation as a result of your guests may result in the individual or organization being billed for repair and/ or barred from future use of Swift Hall.
- St. Martin de Porres parish reserves the right to refuse rental any person or organization, if the nature of the event runs contrary to the mission and values of the parish.
- Neither St. Martin de Porres parish, school, nor any individual staff member may be held responsible for the theft of any items brought into the hall by guests.
- The entire building is smoke free.