

For viewing the hall or other inquires:

Office hours are 9:00 am to 4:00 pm  
Monday through Friday  
Closed for lunch 12:00 pm to 1:00 pm

Reservations contact:

Zyg Slinko  
Facility/Maintenance Coordinator

780-960-0135 (w)  
780-862-0188 (c)  
Email: [zyg.slinko@caedm.ca](mailto:zyg.slinko@caedm.ca)

All inquires are welcome.

# Holy Trinity Parish



200 Boundary Road  
Box 3220  
Spruce Grove, AB  
T7X 3A5

Holy Trinity Parish Hall is located only 20 minutes west of Edmonton on Highway 16A, situated between the City of Spruce Grove and the Town of Stony Plain.

Since this hall is connected to the Catholic Church we ask all users to respect our values and we ask for a quiet time between 5:00 pm—6:00 pm on Saturday during Mass.

The beautiful 5000 square foot hall is complete with an industrial equipped kitchen and a refreshment center.

Caterers are thrilled with the kitchen.

The hall can seat 350 people comfortably.

Functions have included:

- ✦ Family reunions
- ✦ Fundraisers
- ✦ Youth Rallies
- ✦ Wedding Banquets
- ✦ Speaking Engagements
- ✦ Award Ceremonies
- ✦ Seniors Functions
- ✦ And more.

There is ample parking for 500 vehicles.

We feature reasonable rates, comparable to other facilities in the area.

**SCHEDULE OF RATES FOR FUNERALS  
(For use of Hall/Kitchen/Bar Area)**

	<u>Rate</u>	<u>Church Donation</u>
Parishioners	\$0	\$100.00
Non-parishioners	\$300.00	\$200.00

*All rates are subject to change without notice*

### SCHEDULE OF RATES

#### **Non Parish Functions (weekdays)**

<u>Facility</u>	<u>1 Day</u>	<u>2 Days</u>
Hall/Kitchen/Bar	\$600.00	\$1200.00
K of C Room	\$150.00	n/a
St. Martin DePorres	\$150.00	n/a
St. Kateri Room	\$150.00	n/a

#### **Holy Trinity Organizations (weekdays)**

<u>Facility</u>	<u>1 Day</u>	<u>2 Days</u>
Hall/Kitchen/Bar	\$600.00	\$1200.00
K of C Room	\$150.00	n/a
St. Martin DePorres	\$150.00	n/a
St. Kateri Room	\$150.00	n/a

#### **Non Parish Functions (weekends)\***

<u>Facility</u>	<u>1 Day</u>	<u>2 Days</u>
Hall/Kitchen/Bar	\$800.00	\$1500.00
K of C Room	\$150.00	n/a
St. Martin DePorres	\$150.00	n/a
St. Kateri Room	\$150.00	n/a

#### **Holy Trinity Organizations (weekends)\***

<u>Facility</u>	<u>1 Day</u>	<u>2 Days</u>
Hall/Kitchen/Bar	\$650.00	\$1200.00
K of C Room	\$150.00	n/a
St. Martin DePorres	\$150.00	n/a
St. Kateri	\$150.00	n/a

**\*Weekend = Friday & Saturday**

**Please note:**

***There are no Sunday rentals for non-pastoral events***

### CATERERS CLEAN UP RESPONSIBILITES

#### **(Kitchen)**

1. Take all garbage/cardboard to their appropriate outside bins.
2. Sinks should be empty and cleaned from food, dishes, glasses, etc.
3. Counters should be wiped down.
4. Floors should be swept and washed and be left litter free.

### USER CLEAN UP RESPONSIBILITES

#### **(Hall)**

1. Take all your personal items with you.
2. Put all kitchen and custodial items back, cleaned and where you found them.
3. Take all cardboard and recycling to the appropriate outside bins.

The cleaning fee of \$200.00 from our custodial firm covers the hall only, not the kitchen.

They will perform the following tasks:

1. Full clearing off, washing and putting away of all tables.
1. Checking (clean as require for spillage), stacking and putting away of all chairs.
2. Full sweep and wash of entire hall area, common areas from hall to outside entry, and coat check area.
3. Empty all garbage from the hall areas.
4. Complete clean of the washrooms.
5. Stage dismantling.

## **CATERING SERVICES \*\***

- |                             |              |
|-----------------------------|--------------|
| 1. Mavis McDonald           | 780-963-3770 |
| 2. Premium Catering         | 780-906-3934 |
| 3. Elizabethan Catering     | 780-962-3663 |
| 4. Sam's on MacLeod         | 780-962-9800 |
| 5. Country Classic Catering | 780-470-0675 |
| 6. PK Catering              | 780-901-8830 |
| 7. Elegant Affairs Catering | 780-460-2999 |
| 8. A Capella Catering       | 780-454-2642 |
| 9. Sandy View Farms         | 780-962-0067 |

\*\* Most other licensed companies

## **BARTENDING SERVICES**

Knights of Columbus are available for bartending services.

Contact: Gerald Bernakevitch      780-909-0531

## **CHURCH MUSIC SERVICES**

For any church music needs, please contact Bonnie Fyculak, Music Ministry Coordinator at the Parish office or 780-963-3755. Only our parish music ministry personnel are authorized to operate the computerized sound system and a fee of \$100.00 will be charged for their assistance.

## **HOURS OF USE**

On the day of rental, the hall is available from 9:00 am and shall be vacated by 2:00 am the following morning. Rental beyond 2:00 am will be at a rate of \$75.00 per hour.

## **Equipment Available**

- ‡ One (1) walk in cooler
- ‡ Portable stage (4' x 8' x 2'/nine sections)
- ‡ Two (2) microphones (c/w stands)
- ‡ One (1) podium
- ‡ Forty (40) circular tables (5' diameter/seat 8-10)
- ‡ Seventeen (17) rectangular tables (8' length)
- ‡ Four hundred (400) glass wine goblets
- ‡ Utensils and table settings.

## **Liability Insurance**

It is illegal to bring homemade liquor to any hall. (Alberta Gaming and Liquor Commission)  
Liquor Licence available online: [aglc.ca/eventlicence](http://aglc.ca/eventlicence)

All users are required to obtain Third Party Liability (TPL) insurance naming the Catholic Archdiocese of Edmonton and Holy Trinity Catholic Parish as additional insured. TPL insurance is available online at: <https://apex.insurecert.com>

## **Hall Decorating**

Hours for decorating the hall are between 9 am and 4 pm the day prior to function. This time must be booked at the same time the hall is booked. If you need more hours than this, we need to know the ending time, as security needs to be arranged. Any decorating after 4 pm will cost users \$75.00 per hour.