



**TEMPLE PASTURES  
RETREAT CENTRE**

**CENTRE DE RETRAITE  
TEMPLE PASTURES**

Location: 286 rue Fogarty, Gatineau, Québec J8R 3L4 (819) 643-1478

Mail to: 71 Bronson Avenue, Ottawa, Ontario K1R 6G6 (613) 233-6271 x 222

## **WEDDING PARTY BOOKINGS**

Attached to this letter are the relevant documents you will need to fill out to make a booking for a wedding:

- 1) **Registration Information Form** (three different plans)
- 2) **Third Party Liability Insurance Form**  
*(If you are not purchasing liability insurance through the Diocese, a photo copy of a **Certificate of Insurance** is required.)*

Please complete the **Registration Information Form**.

Enclose the **Third Party Liability Insurance Form** with appropriate premium payment **OR** a photocopy of a **Certificate of Insurance**.

Please return these forms, with applicable payments for deposits, fees and insurance premium, if applicable, to:

**Temple Pastures Bookings  
71 Bronson Avenue  
Ottawa ON K1R 6G6**

The document called **Room Assignment Record** (for overnight bookings only) is to be filled out either at or shortly after arrival at Temple Pastures and then given to the Concierge, Trudy Hammond.

If you have any questions, please contact Pat Bonell, our Bookings Registrar at 613-233-6271 x 222 or by fax at 613-233-5010 or by e-mail at [pat-bonell@ottawa.anglican.ca](mailto:pat-bonell@ottawa.anglican.ca) .

I hope that your stay at Temple Pastures will be a time of rest and refreshment.

Yours truly,

Archdeacon Gordon Worden  
Manager, Temple Pastures

*Everything renewed in Christ - Renouvellement dans le Christ*

**REGISTRATION INFORMATION FORM  
WEDDING PARTY BOOKINGS**

Please complete both sides and return with the **Third Party Liability Insurance Form** and premium cheque or a photocopy of a **Certificate of Insurance** as applicable to your group, and your payment cheque(s).  
Send to: Temple Pastures Bookings, 71 Bronson Avenue, Ottawa, ON, K1R 6G6.

Name of contact person: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City Province Postal Code

Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_ (fax) \_\_\_\_\_

E-mail: \_\_\_\_\_

On behalf of: \_\_\_\_\_

Date(s) requested: \_\_\_\_\_

Number of participants expected: \_\_\_\_\_ Number of participants staying overnight: \_\_\_\_\_

Arrival Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Do your caterers/decorators need to be in in advance? no  yes  day: \_\_\_\_\_ time: \_\_\_\_\_

**Wedding Party Bookings.**

- All non-Anglican weddings are to be conducted in compliance with the Quebec Civil Code. Weddings that require the services of an Anglican priest are to be conducted under the guidance, direction, and jurisdiction of the Incumbent of the Anglican Parish of St George's, Gatineau who can be reached at 819-663-1816.
- Food for your wedding reception can be prepared by Fitz's Catering. Arrangements with Fitz's Catering can be made by contacting 613-274-0458, or you can engage a caterer of your choice.
- There are three different plans to choose from that are listed below.
- If alcohol is served, then a licence must be obtained from the SAQ. A licence can be obtained by enquiring at a local SAQ outlet, or their web site at [www.racj.gouv.qc.ca](http://www.racj.gouv.qc.ca) or by phoning 1-800-363-0320.

**Plan 1 Daytime Booking – Use of the church only: \$250.00**

- a) This would include the rehearsal on the night before the wedding,
- b) Access to the church to decorate in the afternoon/evening of the day before the wedding,
- c) Access to the church throughout the wedding day and the use of two washrooms in Uhlir Hall on the day before and the day.

**Plan 2 Daytime Booking – Use of the church and Uhlir Hall: \$400.00**

- a) This would include the rehearsal on the night before the wedding,
- b) Access to the church to decorate in the afternoon/evening of the day before the wedding,
- c) Access to the church throughout the wedding day and the use of two washrooms in Uhlir Hall on the day before and the day.
- d) The use of Uhlir Hall for a reception until 1:00 a.m. of the day following the wedding.

**Plan 3 Weekend Booking:**

- a) **Between June 15 and Labour Day**, wedding parties can be accommodated during the weekends at a special rate of \$35 per person per night. You can hold your rehearsal dinner or reception in one of our two meeting rooms and the guests could stay over for the next day. Up to 40 guests can be accommodated. A cleaning charge of \$150.00 will be applied for this special weekend rate.
- b) **Between Labour Day and June 15**, the normal weekend rate of \$70 per guest will be applied with no extra cleaning charge.

## *Calculation*

<b>Daytime Booking:</b>	<b>Plan 1</b>	\$ 250.00
Payment required in full at the time of booking for Plans 1 and 2	<b>Plan 2</b>	\$ 400.00
Please circle or highlight which Plan you are choosing.		
<b>Weekend Booking:</b>	<b>Plan 3</b>	
June 15 to Labour Day _____ guests x _____	night(s) x \$35	\$ _____
	Cleaning charge	\$ 150.00
<u>OR</u>	TOTAL	\$ _____
Labour Day to June 15 _____ guests x \$70		\$ _____
Deposit required 60 days prior to the wedding.	25% =	\$ _____
Balance due by the time of the wedding.	<b>BALANCE</b>	\$ _____

**The deposit and balance cheques should be made out to “Temple Pastures Retreat Centre”.**

Meals:  We have booked the Temple Pastures’ caterer **OR**  to be provided by the Wedding Party

Return this completed registration form, the **Third Party Liability Insurance Form** and premium cheque or a photocopy of a **Certificate of Insurance** as applicable to your group (see information and form pages 16 and 17), and the non-refundable deposit or full payment to confirm the arrangements outlined above. Keep a photocopy of the completed registration form for your records.

Without this registration form, the **Third Part Liability Insurance Form** or a photocopy of a **Certificate of Insurance** and the deposit or full payment, your booking is not confirmed and you may lose your booking to another group.

Any cancellations must be reported to Temple Pastures Bookings at 613-233-6271 x 222 one month in advance of the reserved time. Your deposit will not be returned to you unless a group of similar or greater size is found to replace your event.

I enclose a deposit cheque (post dated, if necessary, to a date at least 60 days prior to the event) in the amount of \$ \_\_\_\_\_ . \_\_\_\_ . I understand that the remainder is due by cheque or cash by the conclusion of my event. If not paid earlier, it is to be given to the Concierge by the completion of my event.

I have read the **Guidelines for Individuals and Groups, Fire and Safety Regulations**, and the requirement for a **Group Safety Officer**, on pages 4 through 7 of the Welcome Package, and agree to abide by these instructions. I understand that a breach of these rules may result in being denied a future booking at Temple Pastures. I understand that we/I will be responsible for any damages beyond normal wear and tear not covered by insurance.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**N.B. No invoice will be issued but a receipt will be given upon request.  
Please keep a completed copy of this form for your records.**

Return this page and your cheque(s) to:

Temple Pastures Bookings  
71 Bronson Avenue  
Ottawa ON K1R 6G6

If you have any questions, please contact Pat Bonell, our Bookings Registrar, at 613-233-6271 x 222  
or by fax at 613-233-5010 or by e-mail at pat-bonell@ottawa.anglican.ca .

**ANGLICAN DIOCESE OF OTTAWA  
THIRD PARTY LIABILITY INSURANCE**

(not required from parishes and ministries of the Anglican Diocese of Ottawa)

**USER GROUP PROCEDURES FOR TEMPLE PASTURES**

Regardless of who provides your insurance, you will be liable for the cost of damages up to the limits of the deductible. You may wish to check on this amount with your agent.

Since the insurance policy of the Anglican Diocese of Ottawa does not cover third party liability actions and claims for individuals and groups not directly associated with events or activities of the diocese or its parishes, individuals or user groups must produce either a Certificate of Insurance before the commencement of their stay at Temple Pastures or purchase appropriate and affordable insurance coverage through the diocese.

The Diocese of Ottawa can arrange insurance coverage with Pearson-Dunn Insurance & Financial Services Inc. for you or your group. To take advantage of these low-cost rates you will need to apply through the Diocese by completing the Third Party Liability Insurance form and submitting it with your registration form and applicable fees to the Temple Pastures Bookings Registrar at the address on the form on page 17.

If your event is a competitive activity such as a sporting event, then different rates for insurance apply. In such cases contact the Bookings Registrar for these rates.

The rates are as follows:

<b>Daytime Rental</b>	<b># of Participants</b>	<b>Premium</b>	
<b>For</b>	<b>1 - 25</b>	<b>\$16.20</b>	
<b>For</b>	<b>26 - 100</b>	<b>\$27</b>	
<b>For</b>	<b>Weekly Meetings</b>	<b>10 times regular daytime premium</b>	
<b>For</b>	<b>Monthly Meetings</b>	<b>6 times regular daytime premium</b>	
<b>Overnight Rental (up to 48 hours)</b>	<b># of Participants</b>	<b>Premium No Alcohol</b>	<b>Premium With Alcohol</b>
<b>For</b>	<b>1 - 25</b>	<b>\$27</b>	<b>\$108</b>
<b>For</b>	<b>26 - 100</b>	<b>\$54</b>	<b>\$189</b>
<b>Three Day Meetings/Events</b>		<b>Twice Overnight (48 hours) Premium</b>	
<b>Five Day Meetings/Events</b>		<b>Triple Overnight (48 hours) Premium</b>	

**CANCELLATION PROCEDURES:**

If Facility User Cancels earlier than 2 weeks prior to start date: Full Refund  
 If Facility User Cancels within 2 weeks from start date: 50% Refund  
 If Facility User Cancels within 24 hours: No Refund



ANGLICAN DIOCESE OF OTTAWA  
THIRD PARTY LIABILITY INSURANCE

USER GROUP PROCEDURES FOR TEMPLE PASTURES

PLACE:

Temple Pastures Retreat & Conference Centre  
286 Fogarty Road  
Gatineau QC J8R 3L4

NAME OF USER GROUP: \_\_\_\_\_

TYPE OF ACTIVITY: \_\_\_\_\_

NUMBER OF PARTICIPANTS: \_\_\_\_\_

DATES OF USE: \_\_\_\_\_

PREMIUM CHARGED: \_\_\_\_\_

PREMIUM ATTACHED: \_\_\_\_\_

PERSON SUBMITTING FORM: \_\_\_\_\_  
(Please print name)

SIGNATURE: \_\_\_\_\_

CONTACT TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

The premium cheque should be made out to “The Anglican Diocese of Ottawa”. The cheque and this form should be sent to:

Temple Pastures Bookings  
71 Bronson Avenue  
Ottawa ON K1R 6G6

# SLEEPING ACCOMMODATION

UPSTAIRS		
15 Twin/Triple		9 Single
14 Twin/Triple		8 Single
Stairs		7 Twin
Toilets & Shower		6 Twin
		5 Twin
Bath and Showers		4 Twin
12 Twin		3 Twin
11 Twin		2 Twin
10 Twin		1 Twin

**Sleeps 28 people**

DOWNSTAIRS	
<b>Kitchen, Washrooms and bath and shower</b>	
	A Single
	B Single
	C Single
	D Single
	E Twin

**Sleeps  
6 people**

**The Apartment  
Sleeps 3 – 4 people**

**Room Assignment Record****Date:****Group:****Facilitator:**

<b>Room #</b>	<b>Name(s)</b>	<b>Arrival Date</b>	<b>Leaving Date</b>
A Single			
B Single			
C Single			
D Single			
E Twin			
1 Twin			
2 Twin			
3 Twin			
4 Twin			
5 Twin			
6 Twin			
7 Twin			
8 Single			
9 Single			
10 Twin			
11 Twin			
12 Twin			
14 Twin/Triple			
15 Twin/Triple			
Apartment			

**This form must be completed and given to the concierge, Trudy Hammond, either at or shortly after your arrival.**