

RENTAL AGREEMENT

St. Andrew' s River Heights United Church

Phone: 488-1130 † Fax: 488-1132 † Email: stanuc@mts.net

CONDITIONS:

1. The members of the user group must be aware that any meeting dates booked by the renter may require rescheduling should St. Andrew's River Heights United Church require the meeting space for a church-related event.
2. Smoking is not permitted **ANYWHERE** on church property. Alcohol is not permitted, unless a written request is submitted to the Property Chair prior to your event. If approval is given, you must apply for a liquor license and supply a copy of this to the church office prior to your event.
3. Renters may use china and cutlery in kitchen at no charge. Since the United Church is promoting a pollution free environment, we would therefore discourage the use of disposable plates, cups and cutlery. The renter is expected to wash and return all china and cutlery to cupboards and clean up kitchen and/or other space after use. Any damage or broken china will be added to rental fee.
 - i. If the large linen tablecloths belonging to the church are used, it will be the responsibility of the user to have these cleaned. Alternatively, the cost of cleaning will be added to the rental fee.
4. Renter is financial responsible for any damage to church and contents located in the church.
5. The church and its employees, members and agents shall not be liable or responsible in any way for:
 - i. Any loss or damage or injury to any property belonging to the renter or to employers, members, servants, agents or visitors while such property is on church property.
 - ii. Any personal injury to or the death of the renter or his employees, servants, members, agents or visitors while such person or persons is on church property.
 - iii. The renter shall be solely responsible for all acts of their employees, servers, members, agents or visitors while the renter is occupation of the church property, and agents for all claims and losses arising from or in connection with such acts or commission.
6. The space rented pursuant to the Rental Agreement shall not be used for any use other than that described on the Rental Agreement.
7. Set-up and take-down is the responsibility of the user group.
8. Basic cleaning services are included in the rental fee, ***however, all user groups are responsible for ordinary cleanliness and tidiness.***
9. A damage deposit of \$100.00 must be paid to St. Andrew's River Heights United Church by separate cheque at the time of signing the lease. This cheque will be held until after the event has taken place. If damage occurs (such as, but not limited to: burns on counters, stains on carpeting, breakage of dishes/kitchenware, damage to walls) this cheque will be used to repair/replace damaged areas/goods. The damage deposit would also be used if needed for janitorial cleaning costs if the premises are not left in the same condition as when rented. The damage deposit will be mailed back to the renter (or destroyed) if no damage occurs to the rented space.

DETAILS OF RENTAL:

Organization: _____

Space Required (rooms): _____

Use: _____

Date(s): _____

Open Building: _____ Close Building: _____

Start time and expected duration of the event: _____

Rental Rate:

Total Room Fee** _____ \$ _____

Kitchen Fee _____ \$ _____

TOTAL \$ _____

**All rentals are for a 3 hour minimum and fees may be dependent upon circumstances.

i.e., timing, security, cleaning, number of people, use of church supplies and facilities.

More detail on our rates can be found at <http://standrewsriverheights.com/about-us-2/rental/>.

Authorization for Renter:

Name: _____ Phone: _____ (Home)

Address: _____ (Cell)

Signature: _____ Date: _____

Authorization for the Church

Name: _____ Date: _____

Signature: _____