

THE ANGLICAN PARISH OF CHRIST CHURCH
FACILITY RENTAL APPLICATION

Renter's Name:		Address:			
Phone:		Email:			
<input type="checkbox"/> One time Rental <input type="checkbox"/> Weekly Rental <input type="checkbox"/> Monthly Rental	Date of Event:	Start Time:	End Time:	Number of Guests/Participants:	
Room(s) Requested:		Type of Event/Activity:	Will admission be charged?		Will set-up/clean-up be required? (min. \$100 fee)* <input type="checkbox"/> Yes <input type="checkbox"/> No
Will alcohol be served? <input type="checkbox"/> Yes <input type="checkbox"/> No		Third-Party User Group Insurance: -Fewer than 250 participants: \$75 for events where alcohol is not served. \$150 for events where alcohol is served. -More than 250 participants: \$150 for events where alcohol is not served. \$250 for events where alcohol is served.			

FEE SCHEDULE

Room	One Time			Weekly (long term rentals, paid monthly)
MAIN HALL <u>Capacity:</u> Dining & Bev: 125 Non-fixed chairs & tables: 156 Non-fixed chairs: 200	Weekdays (before 6pm)	Evenings (6pm on) & Weekends	\$400/full weekend day (8+hrs)	To be decided by the Corporation
	\$50/hour (Minimum booking of 3 hours)	\$60/hour (Minimum booking of 3 hours)		
CHURCH Max. Capacity: 350 <i>Church rentals must be approved by Corporation</i>	\$50/hr. (Min 3hr. block)		\$300/day	To be decided by the Corporation
DOWNSTAIRS GATHERING ROOM (Max: 35)	\$40/hr		\$150/day	To be decided by the Corporation
LOUNGE (Max. 20)	\$25/hr.		\$100/day	To be decided by the Corporation
UPPER ROOM (LIBRARY) Max. 25	\$25/hr.		\$100/day	To be decided by the Corporation
KITCHEN	Limited Kitchen Use <i>i.e. no major appliances except dishwasher being used.</i> \$250/day (8+hrs) or \$150/3hrs Full Kitchen Use: <i>i.e. multiple appliances and dishwasher being used.</i> \$450/day (8+hrs) or \$250/3hrs block			To be decided by the Corporation
KITCHEN + HALL + caretaker fees	Limited Kitchen Use + Main Hall \$80/hour (Min. 3hr. block) \$450/day			To be decided by the Corporation
	Full Kitchen Use + Main Hall \$100/hour (Min. 3hr. block) \$550/6+hours			

User will need to rent a building key (\$50 refundable deposit).** __ Yes __ No

User will need alarm code. __ Yes __ No

OFFICE USE ONLY:

Key No. _____ RETURNED: __ Yes __ No Deposit Sent: __ Yes __ No

Alarm Code/Lock-up Orientation Completed: __ Yes __ No

Facility Fee: _____

+ \$100 damage deposit (for hall & church rentals).

+ _____ Third Party User Group Insurance

TOTAL: \$ _____

Terms & Conditions for use of Christ Church Facilities

1. Rentals of Christ Church facilities shall occur on days only when they will not interfere with Christ Church's own activities, or those of its committees and constituents, or others already renting/using the hall.
2. Renters shall appoint one representative who will be responsible for booking arrangements, set-up & clean-up times, payment of rental fees and all other details. The rental contract must be signed and all fees paid prior to the event.
3. All activities must be finished and tidied up and the room(s) returned to "as found" condition by the time agreed upon by Christ Church & the renting party. *Please see paragraph 'e' for weekend rental requirements.*

Groups eligible to use Christ Church Hall include those that are:

- from the neighbourhood or local community
- serve a charitable, educational or social benefit in the community
- are qualified under the diocesan insurance plan

- a. The entire facility is non-smoking. If patrons are smoking outside they shall use the receptacles provided to extinguish their cigarettes.
- b. Limited alcohol consumption may be allowed but requires prior approval of the Corporation of Christ Church. The renter must obtain and post a Liquor Permit and abide by its rules.
- c. Noise must be kept to reasonable levels, especially if patrons are outside the hall for any reason.
- d. Each group renting shall declare a maximum number of people who are attending. Each rental space will have a maximum number suitable for that space. The declared maximum of attendees shall not be exceeded.
- e. *Tables & Chairs are included in the cost of the rental. If your event is on a weekday, our caretaker is available to help with set-up for a minimum fee of **\$100.00**. Please submit *in writing* instructions for hall set-up to the church office administrator. **If your event is on the weekend, your group will be responsible for both set-up and clean-up unless special arrangements can be made with our caretaker. If your event is held on a Saturday, please ensure that 4-5 tables with chairs are left set up in the hall for Sunday coffee time. You will also be provided with a list of clean-up instructions.**

f. Fees: A deposit of \$100 (or cost of rental if total cost is less than \$100) is due upon contract signing. This deposit shall be forfeited if cancellation is less than 30 days before the event. A

damage deposit of \$100 will be charged on all hall & church rentals and is due one week before event.

If the rental is long term/ongoing, the damage deposit will be 50% of the monthly rental payment.

g. Damages: Renters shall leave the facility as it was found (Please see lock-up/clean-up checklist for further details.) Renter will be responsible for any and all damage, breakage or loss occurring by any person attending event. Any resulting damage shall be deducted from the damage deposit. Clean-up requirements are outlined in the lock-up checklist.

**If a key needs to be rented, a \$50 deposit (by cheque) is required and will only be cashed if the key is not returned to Christ Church within the 48 hours following the rental.

h. Renters will maintain comprehensive third party liability insurance including general liability coverage and cross liability coverage against claims for personal injury and death and property damage suffered in or around the facility, arising directly or indirectly from the use by the Renter, his/her employees, workers, invitees, agents and representatives and those for whom Renter is responsible at law.

Use of the Kitchen :

All materials in the pantry, freezers, cupboards and fridge are to remain untouched – groups must supply all their own food, refreshments, condiments etc. Renters are to provide their own tea towels, dish cloths, pot holders, tablecloths & napkins,

All pots, pans, cookie sheets etc. used by renter must be cleaned & put away. In the event that dishes are not washed, Christ Church will hire labour to perform the necessary cleaning and the costs charged to the renter (damage deposit).

Any breakages must be reported and their value will be deducted from the damage deposit.

The kitchen and all equipment used must be tidied and left in an "as found" condition, all garbage is to be removed to the outside bin, all recyclables carried away, and no food left behind.

CATERING: If the event is catered, everything brought in by the caterers must be gone from the premises at the end of the rental and not left to be picked up the following day. Please double check to make sure all appliances are turned off before leaving the building.

I, the undersigned have read and understand the terms & conditions for the use of Christ Church and agree to the rental contract as written above and all the conditions on behalf of the group requesting the rental.

Representative of Group

Date

Christ Church Representative

Date

Completed forms may be emailed to admin@christchurchedm.ca or faxed to 780.482.0003. If you have further questions regarding our rental application, please call the parish office at 780.488.1118.