

BRADFORD UNITED CHURCH RENTAL AGREEMENT Number _____
 (number/year)

Rented From: Bradford United Church, P.O. Box 148, 66 Barrie Street, Bradford, Ontario, L3Z 2A7; Telephone: 905-775-7268; email <bradforduc@gmail.com>

Rented By: (Name of Person, or Organization and Contact Person):

Mailing Address:

Telephone Number(s):
 Fax Number:
 Email address:

Period of Rental:

From:

To:

Type/nature of event:

Please refer to the Terms and Conditions to complete the following chart:

Space Being Rented:	Daily and Hourly Rates	Amount:
	Total amount of rental:	

I agree, as the Renter, to observe all terms and conditions of this rental.

Signature of Authorized Renter: _____ (I have
authority to sign on behalf of the following organization: _____)

Date _____

Signature of Bradford United Church Rental Committee Member: _____

Proof of insurance

Deposit: _____ Initial: _____ Date: _____

Balance due: _____

Paid in full: _____ BUC committee signature: _____

Cleaning deposit: _____ Initial: _____ Returned: _____

Renter's signature: _____

Special requests;

The following terms and conditions apply to this rental, and will be adhered to by the renter:

Terms and Conditions of Rentals of Space from Bradford United Church

A) Rates for large functions:

Rental Rates	Daily Rates	Additional Hourly Rates
Sanctuary	\$200.00 (8 hour max)	\$25.00
Irene Turner Hall	\$100.00 (8 hour max)	\$25.00
Conference Room	\$50.00 (8 hour max)	\$10.00
Kitchen	\$100.00 (8 hour max)	\$25.00
Sound/Projector/Operator	\$25.00 (2 hour max)	\$15.00
Chair Covers	\$3 each (8 hour max)	N/A
Table Cloths	\$5.00 each	N/A
Security Deposit (damages)	\$100.00	N/A
Cleaning Deposit	\$100.00	N/A

B) Rates for small functions (e.g. wedding/baby showers, birthday parties)

Hall	\$15.00 per hour
Kitchen	\$15.00 per hour
Cleaning Deposit	\$20.00 (refundable)

The following are available for rent. They must be laundered and ironed and be returned within 7 days:

Chair covers- \$1.50 each

Large table cloths- \$1.00

Small table cloths- \$0.50

Rates are negotiable.

The maximum range of daily rental hours is from 8:00 a.m. to 1:00 am (the following calendar day).

A security deposit is required to repair minor damages caused by the renter. The deposit will be returned after the event, if there are no damages; in general this will be done within a two week period. In the event of any major damages, the renter acknowledges responsibility for the damages and the cost of repairs. Legal action will be taken against the renter if repairs are not made promptly.

A cleaning deposit is required; this is to cover cleaning costs if the rented space is left in an unclean condition. This deposit will be returned after the event, if the rented space is left in a clean condition, as it was when rented; in general, this will be done within a two week period.

A \$25.00 administration fee will apply to each NSF cheque.

Third Party Liability insurance for the event must be obtained by the renter (for example, from Marsh Canada Ltd. at WWW.MARSH.CA/CUG-UNITEDCHURCH, or some other comparable insurer), and a Certificate of Liability must be given to the Church two weeks before the date of the event. A minimum of \$2 million commercial liability insurance must be obtained.

Bradford United Church does not assume any responsibility for any accidents or injuries sustained by participants in the Church buildings or on the Church grounds, or for the loss of personal effects. The renter agrees to indemnify and save harmless Bradford United Church, and its members and adherents, and the United Church of Canada from all claims as a result of bodily injury or death or damage.

A rental deposit of \$200.00 is to be paid at the time of rental reservation/agreement signing.

Payment in full is required two weeks before the event.

Cancellation of the rental reservation, if desired, must be done at least 30 days before the event; deposits are forfeited.

The Bradford United Church Women may be contacted if food/drink catering is required. Separate fees apply if the UCW is able to cater the event.

The use of the Church must demonstrate respect for Christian beliefs and practises and all provincial and federal laws and regulations (e.g. no profanity or other objectionable behaviour, no alcohol or gambling without provincial permits/licences, etc.).

The Church organ and pianos are not to be used without Church authorization.

A SoCan license must be obtained if any music is to be played.

A LLBO licence must be obtained, and Smart Serve staff present, if alcohol is to be served or sold on the Church premises.

Smoking is not permitted in and on Church property.

No Church equipment is to leave the building.

The renter is responsible for:

- a) The conduct and supervision of all event attendees. Two adults (21+ years of age) must be present for the entire event.
- b) Ensuring that all terms/conditions of the rental are met.
- c) Ensuring that all emergency exits are accessible during the event.
- d) For any charges resulting from improper use/false fire/security alarms.

- e) Contacting the Church Rental Committee Member, approximately one hour before the conclusion of the event, so that the Member and Renter may conduct an inspection of the premises prior to the Renter leaving the premises.

The sound system and projector are not to be operated by the renter or the event attendees. They are only to be operated by Church authorized personnel.

The following requirements concern the use of the kitchen, and consumption of food and drink:

- a) Food and drink are not to be taken into the Sanctuary.
- b) Handling of all food and drink must be in accordance with provincial health regulations/sanitary practises to ensure that food poisoning does not occur.
- c) All food preparation or consumption equipment and surfaces must be properly cleaned (e.g. counters, tables, dishwasher, other equipment, etc.).
- d) The dishwasher must be used properly; see the posted instructions; consult the Church regarding any questions.
- e) Tea towels and dish cloths are to be placed in the laundry hamper, for cleaning by Church members.
- f) All dishes/etc. must be returned to their proper storage place.
- g) Leftover food/drink is to be removed.
- h) Garbage is to be disposed of as follows: recycling into the blue bins at the back door of the kitchen; garbage is to be taken by the renter or there is a \$ 5.00 per bag charge.
- i) All tables which are used are to be returned to the table closet in the Hall; the edge of the table tops are to be facing the closed curtain, so that the tables may not fall into the Hall.
- j) All chairs are to be stacked NO MORE THAN 5 HIGH against the window wall.

The description of the various rental spaces is as follows:

The Church Sanctuary: has a capacity to hold 200 people; seating is in the pews and the balcony; has a dais and speaker's podium with microphones for each area; has a sound system and projector and screen (additional rental fees apply); has handicapped access; has been used for weddings, baptisms, visitations, funerals, plays, meetings, presentations, fashion shows, bazaars, art shows, musical recitals, etc.

The Irene Turner Hall: has a capacity to hold 80 people; has rectangular and square tables; has banquet chairs; has a sound system and microphone; has a speaker's podium; has the use of an older television and VCR; has handicapped access; has been used for Vacation Bible School, dinners, meetings, murder mysteries, bazaars, plant and yard sales, parties, celebrations, etc.

The Conference Room: has a capacity to hold 15-20 people; has rectangular and square tables; has banquet chairs; has an older television and VCR; has a whiteboard and markers; has handicapped access; has been used for meetings, lunches, etc.

The Kitchen: has access to a small parking lot at back for deliveries; has easy access to Hall and Conference Room; has 7 sinks; has 1 refrigerator (for rental use); has 3 stoves/ovens (gas and electric); has a commercial dishwasher; has dishes, glasses, flatware, bowls, pots, pans, coffee maker, urns, tea towels, dish cloths, etc.; has handicapped access; has been used to prepare meals/coffee/etc. for small and large groups; has been used to prepare cakes/etc. for sale.

All of the above rental spaces have the use of the Nursery and washrooms.

Access is not granted to any or all areas which are not rented to the renter under this agreement.

Parking is available on the street, and in nearby parking lots; there is also a small parking lot at the back of the Church for event organizers. A parking map is available upon request.