

Bethany United Church Rental Agreement and Fee Outline



APPLICANT INFORMATION:

Primary Contact Name: _____ Organization Name: _____

Civic/Mailing Address: _____

Telephone Numbers: _____

Facsimile Number: _____

Email Address: _____

Secondary Contact Person Name: _____

Telephone Numbers: _____

Email Address: _____

EVENT INFORMATION:

Date(s) of Event: _____

Time(s) of Event (including set up and clean up): _____

Frequency of Event:
 Daily Weekly Monthly Bi-Monthly Quarterly Semi-Annually Annually

Expected Attendance: _____

Type of Event:
 Meeting Educational Social Outreach Child Care Fundraising Worship Sports
Other _____

Requested Facility Area: (Select From the Following):
 Fellowship Hall Kitchen Sanctuary Chapel Ladies Parlour Boardroom Gymnasium

Will Food Be Served - Yes/No: _____ Will Wine and Beer Be Served - Yes/No: _____

Will there be Entertainment - Yes/No: _____ Will you require Wi-Fi access for your event – Yes/No

Description of Event:

Description of Group, Organization or Company:

----- This section to be completed by Rental Committee Member -----

FACILITY SET-UP INFORMATION

Chairs/Tables/Set-Up Style: _____

Number of Tables: _____ Number of Chairs: _____

Food Service Style - Standing/Sit Down: _____

Fellowship Hall Audio/Visual Equipment Requirement - Yes/No: _____

Sanctuary Audio Equipment Requirement - Yes/No: _____

FACILITY FEES (see attached fee outline)

Rental Charge:	_____	<u>Refundable:</u>	_____
Audio/Visual Equipment Charge:	_____	Swipe Card (\$25.00):	_____
Custodial Fee	_____	Damage Deposit (\$200.00):	_____

Total Facility Rental Amount: _____ Date to receive payment: _____

Notes around payment expectations:

- Liability Insurance: Please attach a copy of your insurance to the contract agreement.
- Facility Rental Policies and Information Provided and Reviewed Date Completed: _____

I hereby request the use of the named facility, at the date(s) and time(s) shown. My signature certifies that I have read and understand Bethany United Church's Facility Rental Policies and Information package included with this application form, and agree to abide by these conditions. I understand that failure to comply may, in addition to any other remedy, result in loss of damage deposit, cancellation of this agreement and/or future requests for the use of the facility being denied.

_____ Print Name of Applicant	_____ Signature of Applicant	_____ Date
_____ Name of Rental Committee Member	_____ Signature of Rental Committee Member	_____ Date

***** For Office Only *****

Payment received:

Date: _____

By: _____
Attach copy receipt and cheque

BETHANY UNITED CHURCH FEE OUTLINE

Room	Fee
Fellowship Hall	\$75.00 per hour
Gymnasium	\$36.00 per hour
Kitchen	\$75.00 per rental (Hot beverage Machines & tea/coffee) \$50.00 per rental (Fridge, Freezer, Electric Stove, Microwave) \$75.00 per rental (Dishes, Dishwasher, Cutlery, and Small Kitchen Appliances)
Boardroom	\$21.00 per hour
Ladies Parlour (includes use of kitchenette)	\$21.00 per hour
MacKinnon Memorial Chapel	\$60.00 per hour
Sanctuary	\$100.00 per hour

Note: Reoccurring bookings of 6 or more times in one year are billed at 1/3 the above rates.

Note: Whole building, a maximum of 8 hours (all spaces listed above): \$800.00

Note: Library, Sunday School Classrooms, & Nursery are not available for rent.

Interim Fees	Fee
Fellowship Hall Audio-Visual System	\$50.00
Sanctuary Sound System	\$50.00
Assistance with technical equipment	\$25.00/hour
Custodial Fee (applied if required)	\$50.00/room

Availability of Rooms

Rooms will normally be available from 9am to 10pm. Mondays to Thursdays, and from 9am to 5pm on Fridays. Friday evening and Saturday rentals may be possible occasionally (See Facility Rental Policies and Information).

Bethany United Church reserves the right to close the facility to rentals during the following times in the Christian Calendar year:

- Seven days prior to Christmas Day (during the season of Advent)
- The week between Christmas Day (December 25th) and New Year's Day (January 1st)
- Holy Week (Palm Sunday to Easter Monday)
- The week preceding the annual Fall Fair (normally the third Saturday of October)