

Form 5.7

_____ **Anglican Church**
Rental Agreement

Information About Renter

Name of group or individuals involved in renting the hall:

Local representative for group _____

Mailing address _____

Local phone numbers (day) _____ (night) _____

Information About Event

For groups, please attach or write below a description of what the hall rental will be used for:

Dates: _____ Times: _____

Estimated Attendance: _____ Maximum _____ persons

Facility Requests:

Upper Hall _____ Kitchen _____ Dishes _____ Coffee Pots _____ Tables # _____

Chairs # _____ Audio/Visual Equipment (Y) (N)

Arrangement of table and chairs to be handled by renter

We plan to serve food: (Y) (N) Renter is responsible to ensure all items used in kitchen are cleaned and put away after use.

Will liquor be available at the event (Y) (N) If yes, the renter must provide proof of Proper Insurance (Party Alcohol Liability Insurance) and Liquor Permits for the event (see 2nd page of this agreement)

No Smoking Permitted in Building

Please make a copy for your files and submit the original to the church office

<u>Church Use Only</u>		
Forms received by _____	Approved by _____	Date _____
Rental Fee set at _____	Deposit of \$ _____	Received Receipt # _____
Balance of \$ _____	Paid on _____	Caretaker advised _____
Other _____		

Territory of the People - Policy and Guidelines Manual

It is the responsibility of the renters to arrange acceptable Insurance Coverage and required Permits for the entire rental period including set up and clean up. Insurance values must be to the following amounts, and must include the following as Additional Insured:

Long term renters require a Commercial General Liability Insurance Value of \$2,000,000.00
Events where Liquor is available require a Party Alcohol Liability Insurance (P.A.L) Value of \$2,000,000.00

Naming Church Name here, the Territory of the People Anglican Church, and Fraser Basin Property Society as Additional Insured

RELEASE OF LIABILITY

Separate from this form, a building agreement has been signed between:

(church name) _____

and a group or individual (Users). _____

“Users” shall include all persons who participate in user sponsored activities or programs, including but not limited to employees, agents, participants, students, guests, and audiences.

In signing this Release of Liability the User assumes liability for loss, theft, accident or damage of User's property in or about Church property. Also the User assumes liability for any personal injury to the User occurring in or about Church property unless the damage or injury results directly from the Church's negligence. User also assumes liability for damage to Church property. User shall provide Work Safe B C Compensation Insurance for its paid employees.

Renter (Print name) _____

(Signature) _____
Representing

(Print name of group) _____

Date Signed: _____

Proof of Liability Insurance is required Attached (Y) (N)

Renter confirms they have reviewed Rental Agreement and Fee Schedule before signing (Y) (N)

Door Key Number Assigned _____

Church Rep.
(Please Print) _____

(Signature) _____ DATE _____

Rental Agreement and Fee Schedule:

Set up

If there are chairs or tables in the hall that are not required and you wish to move them out of the room they may be placed in the back area of the hall, keeping in mind that the hallways are not allowed to be blocked they are FIRE EXITS. When the event is over you must return all chairs and tables as you found them

Decorating

The use of pins, staples, nails, screws are NOT allowed when decorating. There are a few hooks located in the hall for the attachment of decorations. No hay, straw, moss, rice, confetti or gum at all in the hall. Exits must not be blocked. Distinct aisles to exits must be left open "FIRE EXITS". Candles must be in water or sand and/or a non tipping noncombustible enclosed container.

Cleanup

The renter is responsible for cleaning up all items used in kitchen and any spills etc. The floors must be swept, chairs and tables put away. All supplies, decorations etc. must be taken with you when you leave the building, and all garbage must be placed into plastic bags and deposited in the designated container outside of the building by the back stairs/sidewalk.

Damage Deposit

Damage deposits or a portion thereof will be returned within seven (7) days of the event provided everything is satisfactory following the event. All building keys must be returned before deposits are returned

RULE OF THUMB ; If you opened it, close it, lock it, and double check.

If you turned it on, shut it off

If you brought it with you, take it with you.

If you made a mess, clean it up.

Fee Schedule

Upper Hall \$ ____ a day & \$____ Damage deposit
 \$ ____ per hour & \$____ Damage deposit

Kitchen \$ ____ a day. If needed for prep or clean-up \$ ____ a day

Audio/Visual Equipment \$ ____ a day

Dishes number required _____

Coffee Pots number required _____

Tables number required _____

Chairs number required _____