

**IMPORTANT: To confirm your booking this completed/ signed form and deposit must be received prior to the booking date.**

**CONTACT INFORMATION:**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Postal Code: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**RENTAL INFORMATION:**

**Purpose of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Number of People Expected: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ROOM REQUESTED & RENTAL RATES:**

 **⃝ Social Hall** \_\_\_ LESS THAN 2.5 HOURS $ 25

 \_\_\_ LESS THAN 5 HOURS $ 50

 \_\_\_ 5 HOURS OR MORE $100

 ⃝ **Parlour** \_\_\_ LESS THAN 2.5 HOURS $ 25

 \_\_\_ LESS THAN 5 HOURS $ 50

 \_\_\_ 5 HOURS OR MORE $100

 **⃝ Kitchen** $ 50

 ⃝ **Basement** $ 25

* **Sanctuary** (rate based on duration and number of people)

\_\_\_\_ LESS THAN 5 HOURS / LESS THAN 100 PEOPLE $ 75

\_\_\_\_ 5 HOURS OR MORE / LESS THAN 100 PEOPLE $125

\_\_\_\_ LESS THAN 5 HOURS / 100 - 199 PEOPLE $150

\_\_\_\_ 5 HOURS OR MORE / 100 - 199 PEOPLE $250

\_\_\_\_ LESS THAN 5 HOURS / 200+ PEOPLE $225

\_\_\_\_ 5 HOURS OR MORE / 200+ PEOPLE $375

\_\_\_\_ GRAND PIANO

\_\_\_\_ ORGAN (only permitted for use by an experienced organist)

\_\_\_\_ SOUND SYSTEM

\_\_\_\_ PROJECTION SYSTEM

**ADDITIONAL SERVICES:**

\_\_\_\_ **WIFI** (password required)

**DATE(S) REQUESTED:**

\_\_\_\_ **ONE TIME RENTAL** (full rental fee due with agreement)

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_ **ONGOING RENTAL** (one-week rental fee due with agreement to hold dates)

**Start Date:** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**End Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Excluded Dates: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ / \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please list any dates during this time that you will not require use of the room, including Statutory Holidays.

***FACILITY RENTAL AGREEMENT***

***TERMS & CONDITIONS***

As Exeter United Church is a non-profit community / organization we try to keep our rental rates reasonable. To keep our costs down we rely on our renters and groups to follow our terms and conditions. Please initial each item below.

* Facilities and equipment will be left tidy and clean, and in the same condition as found. If tables and chairs are used, they will be returned to their proper location. Additional costs may be charged for any extra cleaning or damage incurred if the facilities are not left in the same condition as found.
* Activities will be kept to the areas specified in this rental agreement.
* Use of the facilities will be limited to the times specified in this agreement unless special arrangements have been made.
* Third Party Liability Insurance is required, with a copy provided to the church at least one week prior to the rental.
* Alcohol, lottery, or gambling are not permitted.
* Nothing of any inflammatory or discriminatory nature will be permitted in the church building.
* In compliance with Health Unit Regulations all outside food brought into the church and served to the public must be recorded in the binder labelled for this purpose and located in the kitchen. This record must include the date, the name of the person bringing the food, and where the food came from i.e. Home baking, grocery store, farmers market etc.
* Smoking in any part of the building is prohibited by law. Smoking will be limited to the designated area in the parking lot and the receptacle provided will be used for all butts.
* Exeter United Church, its employees and its officers will not be held responsible for personal injury, damage to personal items, or for the loss or theft of any items belonging to the renter or persons attending the event.

I have carefully read the rental terms and conditions and I agree on behalf of my group / event that I will abide by the terms and conditions of the Exeter United Church Rental Agreement.

**SIGNATURE:**

**DATE:**

**CHURCH FACILITY CHECKLIST**

* **TO BE FILLED OUT BEFORE AND AFTER RENTALS**

**KITCHEN**

Stoves Clean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Floors Swept\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Counters Wiped \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Garbage & Recycling emptied \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No Leftovers in fridge \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PARLOUR / SOCIAL HALL**

Chairs / Tables put away \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Floors swept/tidy \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**SANCTUARY**

No garbage in pews \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Stage floor left clean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shown where to find the garbage, recycling and brooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shown location of lights and washrooms \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Shown how to lock & unlock doors (where applicable) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Emergency Contact Information \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**NOTES: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**