

APPLEWOOD UNITED CHURCH - RENTAL AGREEMENT

Please complete and sign the back of this form, read the Rental Guidelines and initial, and return both to the Church Office. Your application will be considered by the Administration Committee, and you will be informed of their decision. *Note that all requirements must be included on this form at the time of application; requests for equipment, services, etc, received after that time may not be accommodated.*

Date of Event: _____ Purpose of Event: _____

Applicant: _____ Organization: _____

Address: _____

Phone: _____ cell _____ Email: _____

Period of Use: Yearly Monthly Weekly One Time Various times (see schedule)

Anticipated Attendance: _____ adults _____ children (*under 16 must be supervised by adults at all times*)

Room	Capacity	Start Time	End Time	Cost for 2 hrs minimum does not include setup/takedown time, if needed, see line below	Cost for add'l hours (per hr)	No. of add'l hours	Fee for add'l hours	Total Hours	Total Fee
Ann Graham Community Hall	210			\$200*	\$50				
Parlour	50			\$50	\$25				
Boardroom	12			\$50	\$25				
Library	15			\$50	\$25				
Friendship Room	25			\$50	\$25				
Nursery	15			\$50	\$25				
Sanctuary	250			\$200	\$50				
Kitchen (no exclusive use)	8								
Room setup/takedown									
Use of Kitchen (fridge, water, electrical)				\$25/use					
Use of Kitchen and equipment (stove, coffeemaker, dishes etc.)				\$75/use					
Use of tables/chairs				No charge					
								Sub	\$
Event Host required**				\$20/hour					
Sound System				\$50/use					
Piano				\$50/piano					
Caretaker (setup/takedown) (2 hour minimum - optional)				\$20/hour					
								Sub	\$
								Total	\$

* Non-profit/not-for-profit organizations will be offered a discounted rate of \$100 for the first two hours use of the hall. All other fees, including additional hours, still apply.

Charges will be rounded to the nearest hour. A \$200 refundable security deposit is due at the time of application. All rentals terminate by 10:30 pm and the facilities vacated by 11:30 pm.

** An Event Host is required to open and close the building, remain onsite during the event, and operate the soundboard, coffeemaker, dishwasher, stove etc. Any additional fees needed for the event host will be taken out of the security deposit.

All garbage and recycling must be removed from the property at the end of the event.

All fees must be made to the Church Office at the time of booking. If event is cancelled before 15 days, fees are 50% refundable. All fees are non-refundable after 15 days. In the event that the church cancels the event, all fees will be refunded.

Alcoholic beverages are only allowed in the Parlour, Friendship Room, and Ann Graham Community Hall.

It is the responsibility of the rental group to obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and to follow the specifications required. A copy of the permit must be submitted to the Office Administrator one week prior to the scheduled event.

If you are serving alcohol, you will be required to have it served by someone with Smart Serve training and certification. A copy of the server's Smart Serve certificate must be submitted to the office Administrator one week prior to the scheduled event.

The applicant is responsible for ensuring that the serving and consumption of alcohol is conducted with responsibility. The consumption of alcoholic beverages is restricted to the room(s) designated on the rental agreement, but restricted to the Parlour, Friendship Room and Ann Graham Community Hall. 'Last call' must be 30 minutes prior to the end of the event.

Name of special occasion permit holder: _____ Copy of permit received

Name of qualified bar attendant (present at function): _____ Copy of Insurance received

In consideration of the use of all or any part of the premises, the Party of the Second Part as Tenant, Lessee, or Licensee, hereby covenants and agrees to save the Church Trustees of Applewood United Church from all manner of actions, covenants, claims and demands whatever, which against the said Trustees and any person or persons, corporation or corporations might have in respect to any mishap, accident or casualty arising out of the use of the said premises or any part thereof during the occupation by the Party of the Second Part, except such mishaps, accidents or casualties which are covered by the negligence of the Church Trustees or their servants, employees or agents and the Party of the Second Part covenants and agrees to carry liability or casualty insurance for a reasonable amount to protect the Party of the Second Part and/or the Church Trustees in respect to the use of the said premises by the Party of the Second Part, its servants, agents, invitees and such persons as the Party of the Second Part permits on the said premises.

I have read the Rental Guidelines and agree to comply with them on behalf of the organization applying for Church use. It is further understood that the applicant is responsible for the supervision of all persons admitted to the Church grounds and building under the terms of this permit.

Applicant Signature: _____ Date: _____

Church Representative Signature: _____ Date: _____

FOR OFFICE USE ONLY Total cost of rental: \$ _____ Approved by : _____
Deposit paid \$ _____ Date: _____ Received by: _____
Balance: \$ _____ Due date: _____ Received by: _____
Security Deposit Paid \$ _____ Deposit Returned Key(s) Required: Main Door Fob Returned
Comments _____

APPLEWOOD UNITED CHURCH - RENTAL GUIDELINES

All use of church facilities must be reserved in advance through the Office Administrator and is subject to prior bookings. All Applewood congregational events take priority, and the church reserves the right to cancel a rental agreement or reschedule a previously-booked event. Should a scheduling conflict arise, Applewood United Church will strive to give all parties as much advanced notice as possible. The Church cannot be held responsible for power outages, floods and other acts of God.

CONDITIONS TO BE OBSERVED BY ALL GROUPS:

1. Children under 16 must be accompanied into the church building by an adult and remain in the care of supervising adult(s) at all times while on church property.
2. Alcoholic beverages are only allowed in the Parlour, Friendship Room, and Ann Graham Community Hall. It is the responsibility of the rental group to obtain a Special Occasion Permit from the Alcohol and Gaming Commission of Ontario and to follow the specifications required. A copy of the permit must be submitted to the Office Administrator one week prior to the scheduled event. If you are serving alcohol, you will be required to have it served by someone with Smart Serve training and certification. A copy of the server's Smart Serve certificate must be submitted to the office Administrator one week prior to the scheduled event. The applicant is responsible for ensuring that the serving and consumption of alcohol is conducted with responsibility. The consumption of alcoholic beverages is restricted to the room(s) designated on the rental agreement, but restricted to the Parlour, Friendship Room and Ann Graham Community Hall. 'Last call' must be 30 minutes prior to the end of the event.
3. No rental is to begin before 7:30 am or extend beyond 10:30 pm.
4. There is to be no smoking/vaping anywhere within the church building or anywhere on church property. A receptacle is available outside the front entrance for cigarette butts. Please extinguish all cigarettes responsibly.
5. Any special requests (e.g. use of chairs, tables, piano, equipment, coffee urns, etc.) must be made at the time of application. Any requests received after this time may not be accommodated.
6. Set up and take down of tables, chairs and any other special requirements may done by the Caretaker at an additional charge.
7. Kitchen facilities are not to be used for any food preparation involving the use of oil or grease.
8. Kitchen facilities must be left in the condition in which they were found.
9. The church parking lot is for use by all groups, tenants and staff and cannot be reserved for exclusive use by any one tenant or group (however, the church reserves the right to exclusive use of the parking lot for congregational events including weddings and funerals). All groups are expected to respect designated staff and handicapped parking spaces at all times. The front entrance driveway/fire & emergency route is for drop-off and pick-up of passengers only and is not to be used as parking. Additional parking is available at the Applewood Village Plaza, just south of the church. (Those using this courtesy lot are expected to obey all parking regulations of the plaza.) Parking is prohibited on Stanfield Road, and there is one-hour limited parking on McIntosh Crescent.
10. The church reserves the right to obtain a copy of the applicant's current Certificate of Insurance.
11. Fire Alarms: Fire Regulations require accessible fire alarms to be placed throughout the building. It is the renter's responsibility to ensure no "false fire alarms" occur during occupation of the facility. Any false alarms that result in City of Mississauga Fire department deployment to Applewood UC building and subsequent charges from the City for this response will be the responsibility of the renter.
12. Single use fees are non-negotiable and apply to all users and tenants of the church. Applewood United Church is prohibited by law from offering discounted "member rates".
13. A separate security deposit for \$200 (to cover damage and other problems) is due at the time of application. This deposit is not included in the rental fee and will be returned to the applicant after the rental date, provided there is no damage to Applewood facilities or property, at the discretion of the Administration Committee. Any additional fees required for the Event Host will be taken from the security deposit.
14. Payment must be made in full to the Church Office at the time of booking. Cash or cheques are accepted, payable to *Applewood United Church*. The church cannot accept post-dated cheques. Cheques returned NSF will result in immediate cancellation of the rental agreement. If event is cancelled before 15 days, fees are 50% refundable. All fees are non-refundable after 15 days. In the event that the church cancels the event, all fees will be refunded.
15. The applicant must complete, sign and return to the church the Rental Application Form (available from the Office Administrator and online at www.applewoodunited.ca). All applications are considered on an individual basis by the Administration Committee (and, in some cases, by the Executive Committee). Applications are considered booked only when written approval by the Administration and/or Executive Committee is obtained and the Church Office has booked the event into the church schedule. Once the application has been approved, the applicant will be informed via a copy of the signed rental agreement and initialed rental guidelines.