

# Bethany United Church Rental Agreement and Fee Outline



**APPLICANT INFORMATION:**  Charitable Number \_\_\_\_\_

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

Audio/Visual Equipment Charge: \_\_\_\_\_

Custodial Fee \_\_\_\_\_

Refundable:

Swipe Card (\$25.00): \_\_\_\_\_

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

### **BETHANY UNITED CHURCH FEE OUTLINE**

Room	Fee
Fellowship Hall (does not include kitchen)	\$75.00 per hour
Gymnasium	\$36.00 per hour
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 25<sup>th</sup>) and New Year's Day (January 1<sup>st</sup>)
- Holy Week (Palm Sunday to Easter Monday)
- The week preceding the annual Fall Fair (normally the third Saturday of October)