

Trinity United Church

290 Muskoka Rd. N.,

P. O. Box 27,

Gravenhurst, ON, P1P 1T5

Telephone (705)687-2542

E-mail: trinityunitedgravenhurst@gmail.com

Facility Rental Agreement

Client: _____

Date of event: _____

Booked by: _____

Event: _____

Contact: _____ Telephone: _____

The client has rented the venue(s) on the date(s) for the fee(s) shown on APPENDIX 'A' of this agreement.

The terms and conditions shown in APPENDIX 'B' attached hereto form a binding part of this agreement.

APPENDIX "C" For Church Volunteers set up.

TRINITY UNITED CHURCH reserves the right to make any amendments to this agreement as deemed necessary and provide compensation to the client as TRINITY UNITED CHURCH sees fit.

A service charge of \$25.00 will be charged for payments made by the Client that are returned to TRINITY UNITED CHURCH (NSF cheques).

Please sign one copy of this Agreement and return with a 50% deposit within 10 days of the agreement date. Failure to do so could result in the cancellation of this permit.

I have read this contract and its associated appendices, and agree to be bound by the Terms and conditions set out therein.

Facility: _____ Key to Premises received by: _____

Signature

Date

Client Signature: _____

Date: _____

Authorized Church Signature: _____

Date: _____

APPENDIX 'A'

Date of Event: _____

Start Time: _____

End Time: _____

Rental Rate: _____

Special Instructions (if any)

Space Rental Rates	
Sanctuary	\$325
Auditorium	\$250
Kitchen (for outside catering)	\$200
Chapel (25 people max)	\$100
Fireside Room (23 people max)	\$125
Custodian	\$80
Video Operator	\$100
Sound Operator *	\$100
Screen Operator	\$100

* Day of event only. Additional fee for sound checks on different day

Please Note: Community groups may be sponsored by Trinity's Outreach Ministry.

APPENDIX 'B'

The applicant agrees to hold blameless Trinity United Church, its employees, volunteers, officials, etc. from any recourse for damages or loss.

Trinity United Church will not be responsible for damage, loss, or theft of equipment or clothing of applicant or anyone attending on the invitation of the applicant. Trinity United church is not responsible for liability claims against the applicant. Applicants will provide written confirmation to the church that they have adequate liability and equipment insurance in effect.

The applicant shall be responsible for the conduct and supervision of all persons attending this event and shall see that all regulations contained in this permit are strictly adhered to. Vandalism, littering, spitting or abusive language while using church facilities shall be deemed as just cause to cancel a permit or reject future permit applications.

The applicant shall pay for all damages to the property of the Church arising from the use of the facility when the applicant is deemed responsible.

Trinity United Church reserves the right to cancel this permit should there be a breach of conditions or on 24 hours notice. Facility Permits may be cancelled on short notice due to mechanical failures.

Special arrangements, ie. hall decoration, food preparation, etc. shall be arranged for in advance with the church office and is at the discretion of Trinity United Church.

A deposit of 50% of the total is required to confirm the booking, with the balance due prior to the rental date.

If you have arranged a 50/50 split of the proceeds for your event, please note that the fees listed in Appendix A do not apply to your rental.

The applicant must give a minimum of 60 DAYS written notice of cancellation of this Facility Permit. Deposits will not be refunded if this condition is not met. If appropriate cancellation notice has been given, the deposit will be refunded.

If you would like us to help with advertising, please send an electronic version of your event poster to trinityunitedgravenhurst@gmail.com. If possible, please send a landscape size version (1920x1080 pixels) for ease of sharing on our screens during Sunday morning service.

All organizations and individuals using a TRINITY UNITED CHURCH facility are requested to require participants to keep the facility clean. Normal set up, take down and clean up of facilities will be carried out by The Applicant. Custodian charges will apply according to the fee outlined in Appendix 'A'.

The Applicant will arrange to either sign out a key to the main door and receive the alarm code BEFORE the event or arrange to have a key holder come to open and close the church on the day of the event. It is important that this is arranged so the building is not left unlocked and unattended. Please specify in the Special Instructions section of Appendix A if you need someone to unlock and what time you need them.

THIS IS A NON-SMOKING FACILITY. SMOKING IS NOT PERMITTED WITH 10 METRES OF ENTRY POINTS

APPENDIX 'C'

Church Volunteers setup information

Opening and Closing The Church (included in Rental Fee)

What time does the Building need to be opened the day of the event? Time _____

*Do you need the Sound System? Yes _____ No _____

*Do you need a Screen Operator? Yes _____ No _____

*Do you need a Video Operator? Yes _____ No _____

(If you are using your own sound equipment or your own screens equipment, or you have arranged a 50/50 split of the proceeds for your event, then no charge as no operator from the church will be required)

How many chairs do you require at the front of the church? _____

The choir chairs are to be used and cloth chairs from the Sanctuary. Black chairs will be brought from downstairs and put in rows at the back of the Sanctuary.

It is the responsibility of the event organizer to place the chairs where they want them.

Working Church Volunteers are not required to pay for the event.