

2019 RENTAL ENQUIRY FORM

Date of Enquiry:			
Name of Organization:			
Contact Person(s):			
Telephone (home):		Telephone (work):	
Telephone (cell):		Preferred contact number:	
Email:			
Mailing Address:			
Event:			
Estimated number of people attending the event:			
Set-up requirements: (i.e. tables, chairs, etc...)	Tentative Set-up		

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Dates & Times	Room Required			Total
	Sanctuary	\$**	<u>Occupancy</u> 225 Lower level (including stage & Choir area) 75 balcony (there are 10 rows of pews in the Sanctuary)	
	CE Hall	\$**	180 (non-fixed seats) 133 (chairs and tables - dining)	
	Boardroom	\$**	Approximately 25 people seated (12 at table)	
	Kitchen	Full Use (with appliances) \$**	<u>Included in rental price:</u> <ol style="list-style-type: none"> 1) Stoves, urns, microwave, & fridge 2) Plates, cups & saucers, silverware, etc. (blue & pink flowered cups excluded) 3) Tea towels 4) Storing of food, washing up, etc. during event <u>Not Included:</u> <ol style="list-style-type: none"> 1) Steam table 2) Table covers 3) Serviettes & consumables (e.g. Tea, coffee, sugar, juice crystals) 4) Locked cupboards 	
	Kitchen	Partial Use \$**	(i.e. Storing of food, washing up during event)	
	Audio/ Visual Fee	\$**	To be paid separately	
	Custodial Fee	\$**	To be paid separately to custodian	
			Rental Estimate	
	Deposit	\$**	To hold date - non-refundable	
Event Insurance required	Insurance must be obtained by renter at renter's expense. A copy of the insurance must be given to the church before the day of rental.			

*Prices are subject to change.

**See 2019 Rental Fees Table at end of document for calculation of fees.

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Rental Policies

RENTAL INFORMATION

1. All activities carried out on the church premises must be in keeping with the beliefs and operating principles of Brooklin United Church and the United Church of Canada. The church reserves the right to reject applications it deems to be in conflict with these principles. Council Executive will approve any questionable event.
2. A non-refundable deposit equal to the rental amount to a maximum of \$50 must be paid at the time of signing the contract. No space will be booked until this deposit is received. The balance is due on the date of the event, unless other arrangements have been made through the Office Administrator.
3. Rentals are charged per use, per day. If set-up is required prior to the date of event a rental fee will apply for the set up date as well. This includes evenings beforehand.
4. Proof of third-party liability insurance must be provided prior to rental.
5. Please discuss entry to church or any other concerns with the office administrator during office hours or custodian, Lois Barnard, at home 905-655-4980. If an entry key is required, a refundable deposit of \$25 will be required. If you require entrance to the building, prior to the date of your event, arrangements are to be made through the office or the custodian.
6. Cancellation of this contract requires 1 month written notification. Less notification will result in the forfeit of any monies paid.
7. Church functions take precedence over **any** rental with two (2) weeks notice. Funerals will take precedence with no notice, however we will do our best to accommodate an organization in this event.
8. If the space is being rented for a function such as a bazaar or where tables are leased from the renter, Brooklin United Church shall be granted space to promote any fundraising activities that they have planned at no charge.
9. Use of projection system in the Sanctuary requires a trained operator, to be arranged through BUC office. A fee of \$25/hour will apply.
10. The Music Director is the only one permitted to use the organ unless she explicitly approves an alternative trained organist.

SAFETY

11. **Brooklin United is a NUT-SAFE facility**—all foods brought in must be nut-free.
12. **No smoking or alcoholic beverages.**
13. All entrances and exits must have clear access (min. 1 ft. past each side of the doorways within 6 feet of the door).
14. Tables, signs, etc. are not permitted in the hallway.
15. No helium balloons are permitted in the Christian Education Hall.
16. Lights must be turned out and all doors and windows locked up when leaving.

CLEAN-UP

17. **Premises to be left in the same order as found.** User is morally responsible to make a report of any breakage or problems to the office administrator.
18. A \$60.00 custodial fee will be applied where applicable.
19. If using kitchen, no food waste, grease or coffee grinds are to be disposed of in any sinks. Renter should provide their own towels and dish clothes.

Brooklin United Church

19 Cassels Rd. E Brooklin, ON L1M 1A4 (905)-655-4141

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20. Nothing is to be left in the church building unless approval has been obtained from the Property Committee prior to the event. Any approved items must have the organization's name attached clearly to it. Renter is responsible for garbage disposal.
21. Sign indicating entrance to event/meeting must be removed from premises the day the event/meeting finishes.

Area of Church	Event	Rate	Details
Sanctuary	Wedding	\$350	Includes rehearsal day
Sanctuary	Wedding Attendant	\$125	Includes custodial
Sanctuary	Funeral		Donations appreciated
Sanctuary	Funeral Attendant	\$125	Includes custodial; (fee if our minister not officiating)
Sanctuary	Other Purpose	\$300	
Sanctuary	Other Attendant	\$125	Includes custodial
Sanctuary	AV Equipment Use	\$50	Flat rate for use of AV equipment
Sanctuary	AV Attendant	\$25	Per hour – required if AV equipment to be used
Hall	Day	\$200	\$60 custodial fee in addition
Hall	Half Day	\$125	\$60 custodial fee in addition
Hall	Hourly	\$50	\$60 custodial fee in addition
Kitchen w/appliances	Day	\$75	Custodial included if hall also rented, if not \$25 custodial fee
Kitchen w/appliances	Half-Day	\$50	Custodial included if hall also rented, if not \$25 custodial fee
Kitchen partial	Day	\$50	Custodial included if hall also rented, if not \$25 custodial fee
Kitchen partial	Half-Day	\$35	Custodial included if hall also rented, if not \$25 custodial fee
Board Room	Day	\$125	Includes custodial
Board Room	Half-Day	\$75	Includes custodial
Board Room	Hourly	\$40	\$50 minimum, includes custodial
Meeting Place	Hourly	\$25	\$100 maximum per day