

FACILITY RENTAL APPLICATION AND AGREEMENT

Maranatha Christian Reformed Church

33 King Avenue, York, ON N0A 1R0

Office Phone: 289-757-4114 (kitchen phone: 905-765-4114)

Email: office@maranathacrcyork.ca Website: www.maranathacrcyork.ca

We believe that God has blessed us with a wonderful facility that we would like to share with the York community. We want to encourage meeting and celebrating God's goodness in our lives and in our community. We want to help build up our community and have made our facilities available for this purpose.

Trusting your event or activity is not in conflict with the principles of our church and complies with the established rules and regulations we will open our doors to you.

Name / Group / Organization: _____

Address: _____ City: _____ Province: _____

Postal Code: _____ E-Mail: _____

Contact Person: _____ Phone Number: _____

Purpose of the Rental: _____

Event / ceremony date required: _____ Time required: _____ am/pm till _____ am/pm

Set-up / rehearsal date required: _____ Time required: _____ am/pm till _____ am/pm

The seating capacity: Sanctuary - 420 persons. Upper Hall - 280 chairs or 200 with tables and chairs.
Lower Room - 175 chairs or 135 with tables and chairs. Number of People expected: _____

Please check what is required: Sanctuary & Upper Hall @\$350 (), Upper Hall @\$250 ()
Lower Level @\$250 (), Sanctuary @\$200 () Other: _____ \$ _____

*There is a custodial fee of \$100 per event / wedding ceremony (purpose of the rental) _____ x 100 = \$ _____

+ custodial fee of \$50 per set-up / rehearsal visit (preparation for rental) _____ visits x 50 = \$ _____

*Video Recording personnel: Yes / No \$50 per visit (event, rehearsal, wedding...) _____ visits x 50 = \$ _____

*Audio/Visual personnel: Yes / No \$50 per person, per visit (approx.. two hours) _____ visits x 50 = \$ _____

+ \$25 / extra hour per person after two hours. _____ extra hours x 25 = \$ _____

*Some larger events may require 2 A/V people (weekday rental requires confirmed availability)

*Minister: All services, fees, and availability related to the minister,
are to be discussed and agreed directly with the minister.

*If tablecloths are used, they need to be cleaned afterward by church staff.
A fee of \$5.00 will be charged for each tablecloth that is used. _____ tablecloths x 5 = \$ _____

*11 pm curfew on Saturdays (11:30 pm curfew on all other days)

TOTAL COST OF EVENT FOR SERVICE RENDERED.....\$ _____

* \$100 deposit for each event, refundable upon review of services provided & church condition. + \$ 100.00

----- *Below for office use only* -----
DEPOSIT:

RULES AND REGULATIONS

- 1) Rental of the facilities of Maranatha CRC, York (referred herein to as the Church), by associations and organizations in no way implies endorsement by the Church of either the association, organization or the events for which it is rented. Nor may announcements or promotional materials create the impression of sponsorship or official link to the event held in the Church's facilities. Council approval of application may be required at the discretion of the Council's representatives.
- 2) All Church related activities take precedence over the usage by outside groups. The Church reserves the right to pre-empt any function for unforeseen Church activities that cannot be rescheduled. In such a circumstance the church will make every attempt to accommodate the activity to the best of its ability.
- 3) All activities held within the facilities of the Church and on its property are not to contradict or go against the faith, stance and policies held by the Church and its members including its by-laws, confessions, or interpretations of God's Word. While the Church is welcoming to the community, the facilities are private property, not public accommodation. The Church views marriage a covenant between a man and a woman and any marriage taking place on the premises must fall in alignment with that view.
- 4) Council retains the right of refusal for the use of the Church facilities and is under no obligation to give reasons for such refusal.
- 5) The Church's Board of Directors/Council reserves the right to close any function through its representatives for failure to observe proper conduct or failure to comply with any of these regulations or the beliefs of the Church.
- 6) The Church and its facilities will not be rented on Sundays except by special permission of its Council. The facilities must be applied for in order to reserve these facilities. Fees may be exempted only at the discretion of Council. Exceptions to this regulation are: bridal, baby, engagement showers, family coffee socials following special events during the worship service (baptism, profession of faith, etc...).
- 7) Reservations are on a first come, first served basis.
- 8) Full payment of fees is expected prior to the event and confirms your reservation.
- 9) All persons and/or groups making use of the facilities of the Church shall be charged according to the rate schedule set out by the Maintenance Committee and approved by Council. All costs for the custodial staff, laundry, sound attendant and organist would remain unless an agreement has been made with the individual parties.
- 10) All outside parties must provide a Certificate of Liability Insurance obtained from your insurance company confirming coverage for the proposed use of Maranatha CRC of York's premises. **The Certificate must name Maranatha CRC, York as Additional Insured for any legal liability.** A minimum "Renter's General and Tenants legal liability" coverage of \$2,000,000 is required. This must be provided **3 days prior** to the event in order to avoid cancellation of booking. Alternate event insurance may be purchased from PAL Insurance Brokers.
www.palcanada.com
2 Norfolk St. South, Simcoe, ON N34-2V9
1-800-262-8098
- 11) a) The applicant, persons or groups using the facilities or the church assume full responsibility for proper conduct and supervision while on the premises and are solely responsible for any claims for personal injury and damages to the facilities and/or equipment arising as a result of their improper conduct and supervision, or for any other reason.
b) The applicant agrees to indemnify the Church against all manner of such claims and/or actions arising from the use of the facilities by the applicant.
- 12) All audio and visual equipment in the sanctuary must be operated by an authorized member of our sound committee. Any additional requirements to be predetermined with sound committee member, additional fees may apply based on requirements; otherwise the fee indicated is for a basic two (2) hour function and/or rehearsal.
- 13) The use of tablecloths, cutlery, fridge, stoves, and dishwasher are permitted. It is the applicant(s) responsibility to clean all cutlery, fridge and stoves used. If the tablecloths are used and are washed and return by applicant(s), there is no charge. Note: the kitchen is to be used as a warm up facility only.
- 14) All user groups will refrain from the use of confetti or anything resembling confetti while using these facilities.
- 15) Smoking on Church property is prohibited.
- 16) The consumption of alcohol is restricted to weddings, anniversaries and similar events where a maximum of two (2) glasses of wine only may be served to any one attendee. No other alcoholic beverage may be served. It is the responsibility of the renting party to obtain and display the required L.L.B.O. permits and documentation. Proof of additional liability insurance is required in conjunction with the use of an L.L.B.O. license. The applicant agrees not to serve any alcohol on the premises if an L.L.B.O. permit has not been obtained and displayed as per the laws of the Province of Ontario.

17) The renter/applicant is held responsible for turning off the lights, locking the building and ensuring all windows are closed and all doors are locked prior to vacating the facility.

18) Participants must be off the property and functions must end by 11:30 pm.

19) The Church custodian, upon proper notice, can assist in setting up, opening and closing the facilities according to the needs of the renter. The custodians are not, however, expected to be available for the duration of the event. Renters are required to make the necessary arrangements directly with the custodians. Otherwise, set up is the responsibility of the applicant.

20) All arrangements for the use of the church facilities and/or property must be made in writing and submitted to

and/or property must be made in writing and submitted to the church's Office Administrator at least two (2) weeks in advance for the function. Reservation of the facility will only apply when all of the properly completed rental application forms, required payments and documentation are received.

21) The Office Administrator is the official representative of the Church for all rental arrangements.

22) The applicant is expected to leave the facility in its original condition. Excessive amounts of cleaning and/or damage found as a result of the rental will result in additional charges. The applicant will be held responsible for any/all damages that may occur.

I, the undersign,

1. Have read and agree to abide by the church facilities rules and regulations.
2. Take full responsibility for the actions of all guests and participants using the facility and will be in attendance at the function. Maranatha Christian Reformed Church is not responsible for damages, losses or injuries to persons on the property.
3. Understand that Maranatha Christian Reformed Church has the right of refusal of any application.

I, _____ accept the stated terms,
(print name)

conditions, and prices, and further warrant that I have authority to sign on behalf of the party/applicant.

Signature: _____ Date: _____
(mm / dd / yyyy)

Please forward completed application and payment to:
Attention: Karen Hatton, Office Administrator
Maranatha Christian Reformed Church, York
33 King Avenue, York, Ontario N0A 1R0

Application received by: _____ Date: _____
(mm / dd / yyyy)

Payment of: _____ received by: _____ Date: _____
(mm / dd / yyyy)

Note: Any planned donations please give/forward directly to Karen Hatton, thank-you.

----- *Below for office use only* -----

Donation \$ _____ received by: _____ Date: _____
cash or cheque (mm / dd / yyyy)