

# Rental Contract for Grace United Church

**Grace United Church**

**P. O. Box 189  
Tavistock, Ontario N0B 2R0**

**Church Office -519-655-2151  
Email: graceunitedtavistock@gmail.com**

Name of Organization/Individual \_\_\_\_\_  
 Address \_\_\_\_\_  
 Name of Contact Person \_\_\_\_\_ Position \_\_\_\_\_  
 Telephone (Business) \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_  
 Email Address \_\_\_\_\_ Expected Attendance \_\_\_\_\_  
 Date(s) Facility Required \_\_\_\_\_ Time(s) Facility Required \_\_\_\_\_

**Please check the appropriate boxes**

	<b>Non-Charitable Organizations</b>		<b>Charities/ Family Gatherings (no capacity difference)</b>
	<b>Under 40 people.</b>	<b>Over 40 people</b>	
Zion Hall.			
Full day	\$150 _____	\$200 _____	\$100 _____
Half day	\$100 _____	\$150 _____	\$50 _____
Kitchen	\$40 _____	\$60 _____	\$40 _____
Knox Parlour	\$50 _____	N/A	\$25 _____
Sanctuary	\$250 _____	\$250 _____	\$250 _____
*Custodial Fees	\$50 _____	\$75 _____	\$30 _____

All payment of fees will be made in advance of use to Grace United Church, PO Box 189 Tavistock, ON. N0B 2R0 by mail, or in person by placing in the mailbox outside the main entrance.  
 Total Fees: \_\_\_\_\_  
 Received: \_\_\_\_\_

\* Custodial fees MUST apply to all bookings and are paid by separate cheque  
 An additional \$25 custodial fee will apply if extra cleaning is required.

Fees for regular usage (e.g. weekly or monthly) of any room are negotiable.

All A/V equipment in Sanctuary and Zion Hall is available for an additional fee of \$25 payable by cash.

**NOTE: There will be no fee for use of the sanctuary for religious services such as weddings and funerals**

**The organization/individual must carry its own liability insurance for \$2,000,000.**

The Certificate of Insurance will name Grace United Church as being covered on the day of the event.

Event Insurance available through PAL Ins. Brokers Canada Ltd. online or 1-800-265-8098 ext. 224

Proof of insurance must be given to the church office. Date Received \_\_\_\_\_

*Please note that members of Grace United, or events sponsored by Grace United, are considered part of the work of the church and therefore no additional liability is required.*

**Building Access:** \_\_\_\_\_ Door opened for organization by Custodian  
 \_\_\_\_\_ Key made available to Organization Leader \_\_\_\_\_

**Approval Signatures:**

I agree to be responsible for the conduct of those using the facilities, and for any damage beyond normal wear and tear that may occur as a result of this activity. I further agree that the church property will be used in accordance with the rental policy, which I have read and agree to comply with all requirements. I also agree to hold harmless Grace United Church from any action or claim being brought against it as a result of the use of the church facilities and property. Any damage to building or furnishings should be reported immediately to the church office or the caretaker, Mary Ann Krantz.

Date \_\_\_\_\_ Signature of Renter \_\_\_\_\_

We approve the use of the above room(s) - \_\_\_\_\_ Signature of Chair of the Board/ Administrator/Designate  
 Date \_\_\_\_\_

## **Terms and Conditions:**

The user agrees to the following:

- Read and be familiar with the Fire Code procedures found at entrance to church, and inform yourself and your group with the exits
- Grace United Church facilities shall not be used for any purposes that are incompatible with its charitable objectives, statement of faith, and policies.
- Grace United Church facilities shall not be used for events raising funds for outside organizations
- Alcohol is prohibited anywhere on the property.
- Smoking and vaping is prohibited in the building and within 50 feet of all entrances and windows.
- Maximum capacity of Zion Hall is 200 persons.
- Maximum capacity of the Sanctuary is 400 persons.
- Do not use open flame candles

## **Responsibilities for all Organizations/Individuals:**

- Setting up of table and chairs as necessary
- Custodian will clear away tables and chairs
- Washing the dishes used, putting them away in their proper location
- Using the recommended 3-sink method for washing the dishes
- Leaving the kitchen clean and tidy; surfaces washed
- Securing the garbage in containers provided
- Locking church upon leaving

## **Guidelines for the Use of the Kitchen**

1. If you are using church dishes and supplies, they can be found in the dish caddy in the hallway. In keeping with our attempt to be as “green” as possible, we discourage the use of disposable products.
2. Please bring your own tea towels and tablecloths.  
Alternatively, church tea towels must be laundered and returned.
3. Before leaving, check refrigerators for any left-over food items and take them with you.  
Also be sure to clean up any spills on the stove tops and counters.
4. Please report any broken dishes to the Church Office.
5. Thanks and enjoy yourselves!

### **Administrative Use Only**

- Copy to contact person
- Notify Custodian
- Notify re: snow removal (if applicable)

Notes: