

OAK BANK UNITED CHURCH
 Box 148, 582 Balsam Cres.
 Oakbank, Manitoba R0E 1J0
 Website: www.oakbankunitedchurch.com

204-444-2815

**FACILITY USE RENTAL
 AGREEMENT # _____**

(For Weddings or Funerals, please see OBUC Minister)

This form will serve as the Rental Application and Agreement between the Oak Bank United Church and:

PLEASE PRINT

ORGANIZATION: _____ PRIME CONTACT: _____

ADDRESS: _____ PHONE: _____

 EMAIL: _____

Oak Bank United Church agrees to permit the "Renter" to use the following room(s) or space within the church facility, in accordance with the Terms of this Agreement. There will be an add'l charge should an Event Assistant be required on the premises.

Upper Hall (incl. kitchen) Lower Hall (incl. kitchen)
 Kitchen Only (upper hall) Lower Meeting Room
 Sanctuary: Event Assistant Required (\$10/hr)

Date(s) of Use: _____

Time(s) of Use: Set Up Time: _____ Event Start: _____ Leave Time: _____

Name (& Type) of Event: _____

Approx. # people: _____

Other Comments: In Upper Hall, dishes must be washed in Dishwasher (Health Reg'n).

Rental rates are approved by the Oak Bank United Church Unified Board, and may be subject to change without notice.

Capacity limits of Upper and Lower Halls must be adhered to, as indicated below.

*chairs only / **tables and chairs

	Timeframe	Rate	Damage Deposit	Caretaker Fee	Set-up/ Take-down (optional)
Upper Hall (capacity 169 seated)	4 hrs or less	\$150	\$100	\$40	\$90*/\$150**
Upper Hall (capacity 169 seated)	Full day	\$200	\$100	\$40	\$90*/\$150**
Lower Hall (capacity 100 seated)	4 hrs or less	\$100	\$100	\$40	\$100
Lower Hall (capacity 100 seated)	Full day	\$150	\$100	\$40	\$100
Kitchen Only	Per day	\$100	\$100	\$30	-
Lower Meeting Room	Per day	\$55	-	-	-
Sanctuary (Weddings:Min's Discretion)	Per event	\$150	\$100	\$50	-
Sanctuary & Upper Hall	(wall removed)	\$300	\$100	\$70	\$125

User Responsibilities and Guidelines:

- All fees and damage deposits are required to be paid a minimum of two weeks prior to the date of the rental. **Also a walk-thru with Church personnel is recommended when picking up the key.**
- Oak Bank United Church reserves the right to cancel the Rental Agreement at any time, should an unexpected congregational need arise (eg. funeral service).
- Any changes or cancellations to the Facility Use / Rental Agreement by either party must be made at least 72 hours prior to the rental date.
- The User shall be responsible for the following:
 - ensuring the facility is returned to its original condition (further details can be found in the Oak Bank United Church Renter Checklist)
 - paying for any and all damages to the Church building, it's contents or surrounding property as a result of the Renter's function
 - ensuring that the activities carried on in the space are consistent with the nature of the building as a church (ie appropriate use).
- The Church must be notified of potential media coverage.
- The User shall be responsible for the collection of any fees, licenses, and taxes that may arise, as a result of the use of this facility.
- The entire Church complex is smoke-free.
- Alcoholic beverages (excluding wine) shall not be served on the premises. If wine is to be served, an application must be made in writing to the Oak Bank United Church Board prior to the rental date. If approved, the Renter must then obtain a Special Occasion Permit from the Manitoba Liquor & Lotteries Corporation. All provincial regulations concerning the consumption of alcohol **must** be adhered to and enforced.
- The User/Contact Person must be on the premises at all times, aware of all Evacuation Procedures.
- The Oak Bank United Church assumes no responsibility for loss or damage to the personal property of the Renter.
- All related communication shall be with the Oak Bank United Church Administrative Assistant (204 444-2815).
- Liability Waiver: It is expected that organizations will assume responsibility through their own insurance policies for any accidents which may occur while on church property.

Check here if set-up/take-down by the Church is required. If not, Renter will agree to perform all set-up and take-down of chairs and tables, as per specifications outlined in the attached instruction sheet.

Total Rental Fee

Total Damage Deposit

Agreed to by:

USER CONTACT: _____
(authorization)

Date: _____

Accepted by the Oak Bank United Church:

NAME: _____
(authorization)

Date: _____