

ST. JOHN THE DIVINE ANGLICAN CHURCH

579 5TH Street, Courtenay, British Columbia V9N 1K2 Telephone: (250) 334--4331 Email: patmos@shaw.ca
Office Hours: 9 a.m. – 12 p.m Mon - Thurs.

RENTAL AGREEMENT

Name of Organization or Group: _____

Mailing Address: _____

Email Address: _____

Contact Person(s): _____

Phone Number: _____ Cell: _____

Description of Event: _____

DATES & DURATION OF EVENT

Date of Event: _____ Time of Event: _____

Facility Required: Church: []
Kitchen: []
Small Hall: []
Large Hall: []
Grand Piano []

Single Event? _____ Weekly? _____ Monthly? _____

Total # Hours: _____ Total # Days _____

Agreed Rate: _____

Insurance: Renter has own [] AON Insurance []

Damage Deposit received: []

Comments: _____

Rates for the Church and Hall are based on the following:

FACILITY	REQ	AGREED RATE		
		One Time	Long Term	Day Rate
Small Hall	✓	\$20/hr	\$15/hr	-
Large Hall		\$30/hr	\$25/hr	\$200 hall only \$250 hall & kitchen
Kitchen - coffee only - Full usage		\$30	\$30	-
		\$75	\$75	-
Audio/ Video		\$75	\$75	-
Church/Musical Events		Ticketed	by Donation	-
Church		\$150	\$100	-
Grand Piano		\$150	\$100	-
Practice/Rehearsal/Set up		\$100	\$75	-
Damage Deposit		\$100	\$100	-

This Agreement is between St. John the Divine Anglican Church and the renter identified in the Booking Request. By signing this Agreement the person signing (as user) confirms that he/she is fully authorized to act in such capacity; and

- a. Agrees to the rental amount as set out above.
- b. Agrees to the Facilities Usage Conditions which is attached and which forms part of this agreement by initialling same.
- c. Agrees that payment will be made to St. John the Divine Anglican Church office without further invoice immediately upon completion of the event.

Note: A fifty dollar (\$50.00) deposit is payable to St. John the Divine Anglican Church upon execution of this Agreement. This will be refunded upon satisfactory completion of the use.

Agreed this _____ day of _____, 20__

Signature of User

Print Name

Signature of Office Administrator of St. John the Divine

FACILITIES USAGE CONDITIONS

1. The user may only use those facilities, other than washrooms, which are identified in this agreement. Usage charges for the kitchen include use of dishes and utensils.
2. Use of facilities is subject to the following rules:
 - a) No confetti or like material is to be used in or around the buildings.
 - b) The facilities (Church, Halls and Kitchen) are to be left as found. All programs or other materials are to be removed. All garbage is to be removed by the renter. Any subsequent cleanup required by the building custodian will be assessed against the user in accordance with the posted rates.
 - c) No material is to be posted, stapled or pinned on the walls or windows.
 - d) Doors left open must be monitored at all times. Doors are to be locked and key(s) turned in on completion of the event and all lights and heat turned off.
 - e) Alcohol beverages are not to be consumed on the facilities unless prior written permission has been obtained from the rector (or in his absence, from the wardens) and all applicable licensing provisions are complied with.

These conditions form part of the usage agreement. Users' acknowledgement of these conditions are recognized.

[] User's Initials

Date: _____