



# St Hilda's By the Sea Anglican Church

Open Doors · Open Hearts · Open Minds

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## Facility Use Contract (please print)

<b>Event:</b>	<b>Date of Event:</b>
<b>Organization Name:</b>	<b>Prep Time:</b>
	<b>Start Time:</b>
	<b>End Time:</b>
<b>Contact Name:</b>	<b>Email:</b>
<b>Address:</b>	<b>Phone:</b>
	<b>Cell:</b>
<b>Space Requirements &amp; Fees:</b> <input type="checkbox"/> Sanctuary (large events) @ \$150 for first 4 hrs/ \$45 per hour after ..... \$ _____ <input type="checkbox"/> Sanctuary (small group) @ \$25 per hour ..... \$ _____ <input type="checkbox"/> Altar Railing Removal \$25 ..... \$ _____ <input type="checkbox"/> Piano/Organ fee \$30 ..... \$ _____ <input type="checkbox"/> Hall @ \$22 per hour ..... \$ _____ <input type="checkbox"/> Kitchen: <input type="checkbox"/> Coffee/Tea @ \$10 per hour <input type="checkbox"/> Meal @ \$20 per hour ..... \$ _____ <input type="checkbox"/> Annex @ \$18 per hour ..... \$ _____ <input type="checkbox"/> Gathering Room @ \$18 per hour ..... \$ _____ <input type="checkbox"/> Other: ..... \$ _____ <p style="text-align: right;"><b>TOTAL:</b></p>	
Alcohol: <input type="checkbox"/> No <input type="checkbox"/> Yes      License Required	
<b>Liability Insurance</b> All Users <u>must have</u> liability insurance. Groups and those persons participating therein agree that there is no liability on the part of St. Hilda's Anglican Church as to suitability or condition of the premises and that they use these premises at their own risk. The group and its members will indemnify St. Hilda's Anglican Church and hold it harmless for any legal liability, costs, or damages for bodily injury, harm to property or death of any person or persons. The group and/or participants also agree to pay for any damages done to St. Hilda's Anglican Church property caused by them during their use of said property, excepting always, liability arising out of the independent negligent acts of the Property Owner. It is strongly recommended that your Liability Insurance be at least \$2,000,000. If you have Liability insurance, you are required to provide St. Hilda's Anglican with a copy of the certificate.	
<b>Liability Insurance</b> <input type="checkbox"/> No    will need Anglican Diocese Liability Insurance <input type="checkbox"/> Yes    (photocopy provided for St. Hilda's office)	<b>Rate for Insurance:</b>
<input type="checkbox"/> <b>Damage Deposit:</b> \$100.00 <input type="checkbox"/> <b>Key Deposit:</b> \$20.00    Key#	
<b>Total Fees Received:</b>	
<i>I/We have read, understand and agree to abide by the policies as set forth by St. Hilda's Anglican Church for the use of this facility. I/We will leave the premises in good order.</i>	
Signature of User: _____ Office Administrator: _____	
<b>Office Use Only:</b> <input type="checkbox"/> Event Calendar <input type="checkbox"/> Liability Insurance Form <input type="checkbox"/> Deposit Cheque	