



2024 RENTAL AGREEMENT

Between the Licensors:

Okotoks United Church
Box 507, 43 Riverside Drive
Okotoks, AB T1S 1A7
Phone: (403) 938-4357
Email: okunited@telus.net

And the Licensee:**Contact Person:**

Phone:
Email:

Okotoks United Church (OUC) hereby grants to the Licensee the use of space in our building as set by the conditions listed below:

Location: Kitchen

Rental particulars are included in Appendix A (attached)

We have secured your dates on our calendar and the following are required to finish your booking:

- 1) A cheque or payment for the full rental amount.
- 2) The signed and initialed signature page of this agreement returned to the Church office.
- 3) A copy of your 3rd Party Liability Insurance Certificate

Terms & Conditions

PAYMENT TERMS: The RENTAL FEE must be paid in full, by cash, cheque, or electronic transfer within 15 days of receipt of invoice.

Date Received: _____

CANCELLATION: OUC requires 30 days notice if cancellation of the rental Agreement from the Licensee. If OUC, for any reason, determines that the term of this Agreement conflicts with the interests or demands of OUC, then OUC may terminate this Agreement, so long as written notice is given to the Licensee.

Please note that funeral services being held at OUC will take precedent over all other bookings and as much notice as possible will be given.

SECURITY: The Licensee must place a refundable \$50.00 deposit for the use of a security access card to OUC. The Licensee will be responsible for ensuring that the facilities being used are always secured during their time of rental. A reimbursement will be issued once the card is returned to OUC.

CONDITIONS: The Licensee must be in attendance, and be responsible for the actions of their volunteers, employees, attendees, and guests. The Licensee must read and agree to the following conditions.

In addition, the Licensee must read and agree to the following conditions:

1. Smoking is not permitted in the building. The outside ashtray area on the West and East sides of the building must be used.
2. Alcoholic beverages are not permitted on the premises.
3. Fire regulations determining the number of people attending a function must be adhered to. The OUC sanctuary maximum capacity is 322 persons. Exit doors must be clear of obstructions and unlocked.



2024 RENTAL AGREEMENT

4. The Licensee will be responsible for arranging all OUC furniture and equipment as required, as well as returning same to where it was found. The Licensee agrees to leave the premises in a clean, presentable condition. Garbage must be bagged and removed to the outside storage bin on the West side of the building. If the Agreement includes the use of the kitchen, all dishes and utensils must be cleaned and returned to where they were found. Excess food must be removed from the building. Additional cleaning, if required, will be \$75.00.
5. The Licensee agrees to assume full responsibility for any damage caused by the actions or neglect of themselves and their guests, and to make full restitution.
6. Licensee is allowed use of designated rented space only.
7. Confetti and rice are not permitted any where on the premises.

INDEMNITY, INSURANCE AND LIMITATION OF LIABILITY

1. The user group shall indemnify OUC in respect to any claim for damage or injury while the user group has the use of the premises.
2. OUC assumes no responsibility or liability for personal injuries, belongings, or equipment of the user group whatsoever.
3. OUC carries insurance, but it does not and cannot protect the user groups.
4. Licensee must have or obtain 3rd party liability insurance.

A Certificate of Insurance must be received in the church office prior to the event date.

Date Received: _____

AGREEMENT CONFIRMATION: Once the Licensee has signed the signature page of this Agreement and returned it to the Church office, the administrator will send an email confirmation to the Licensee to confirm the rental booking.

In WITNESS WHEREOF this Agreement has been duly executed by an authorized signing authority representing the parties:

Licensee Signature:	
Name (print):	
Title:	
Date:	

Licensor Signature:	
Name (print):	Traci Fontana-Wegelin
Title:	
Date:	



2024 RENTAL AGREEMENT

Appendix A:

Date	Times	Rooms	Rate	Total	Amt Paid	Date Paid	Key Card?	Deposit Refund

*Rental amounts for dates with an asterisk include a \$75.00 cleaning fee. Cleaning fees are added to any event to which the public is invited.

_____ Initials of Lessee