GLEN MORRIS UNITED CHURCH

453 East River Road, Glen Morris, Ontario N0B 1W0

SANCTUARY RENTAL AGREEMENT -- WEDDING

Name of Renter:	
Address:	
Phone:	E-Mail:
Use of the Robson Community Room or Kitchen must be booked with the RCR Coordinator.	

Names of Couple:		
Rehearsal Date:	From: a.m./p.m. To: a.m./p.m.	
Wedding Date:	From: a.m./p.m. To: a.m./p.m.	
Number of Wedding Guests (Sanctuary capacity is 100):		
Proof of *General Liability* or *Special Event Insurance*	Policy #	
Will the piano be used?	Yes	No
Will the organ be used?	Yes	No
Other musical equipment to be used:		
Date of Approval by Church Session:		
Fee Schedule:		
Use of Sanctuary	$300	$
Custodian	$75	$
Minister	$450	$
Church Musician	$200 plus $75 per rehearsal	$
A/V Technician	$100	$
Other:	$	$
The fee must be paid in full prior to event.	Total Fee:	$
Date Paid:	Down Payment:	$
Date Paid:	Balance:	$
Inspection Following Event:		
Total Amount Received:	Date:	$

The Renter agrees to the conditions outlined and also agrees to cover the cost of any loss or damage incurred to the premises or to the musical instruments by a helper and/or a guest:

Renter's Signature: _____ Date: _____

Booking Coordinator: John Graham, jgraham1215@rogers.com, 519-654-8375

Signature of Booking Coordinator: _____ Date: _____

Payment options: Cheque to Glen Morris United Church

E-transfer to gmucdonation@gmail.com

Updated March 23, 2026

The Minister is usually the first contact person for anyone interested in getting married at Glen Morris United Church. The Minister will seek approval of the wedding with the Committee of Session and will then present this Sanctuary Wedding Rental Agreement to the Coordinator of Sanctuary Rentals to make the necessary arrangements.

CONDITIONS OF RENTAL

The Sanctuary is a community space owned and operated by the Glen Morris United Church (GMUC). It is intended for the use and enjoyment of all. The GMUC will not be responsible for any damage to property or injury to the Renter or any and all persons attending the event covered in this agreement. The GMUC is not responsible for any and all claims as a result of bodily injury or death to any person or persons or for damage or loss to property of others, arising out of the Renter's use of these facilities. Any property brought into this facility by the Renter, staff, volunteers, performers, or guests is done at their own risk. The GMUC is not responsible for any loss or damage to property whatsoever.

The Renter is Responsible for:

a) Picking up the key to the facility and returning the key to the Booking Coordinator.
b) The conduct of all staff and guests, on and off the premises, during and following the event.
c) Ensuring that no confetti, rice or any other similar material is used in the Sanctuary or on the property.
d) Ensuring that no alcohol is permitted in the Sanctuary.
e) The safe and proper handling of all equipment and furniture.
f) Ensuring that no open flames are permitted, including candles.
g) Returning the facility to the condition in which it was found. Furnishings must remain in the Sanctuary, not exposed to the elements, and returned to original locations prior to final evacuation.
h) The removal of garbage and recycling from the facility.
i) Any loss or damage incurred to the premises by helpers, hired staff, other service providers, and/or guests, if the Damage Deposit is not sufficient to cover the cost.
j) Ensuring all persons in attendance follow all COVID restrictions as mandated by the provincial government that are in place at the time of this event.

Use of the Grand Piano, Pipe Organ, and other Musical Equipment:

a) The Church Music Director must approve the use of any musical equipment belonging to the Church.
b) If moving the piano, it must be moved by Church staff.
c) Nothing should be placed on the piano or the organ other than the music being used.
d) If the piano is to be tuned, it must be tuned by a person approved by a Church representative.

Decorations:

a) Any decorating plans must be discussed with a Church representative.
b) No scotch tape, staples, thumb tacks, or nails may be used on the walls, windows, or furniture.
c) Low adhesion masking tape (Painter's Tape) may be used as long as all tape residue is removed from the surface to which it is applied.

Insurance:

The Renter shall carry *Comprehensive General Liability Insurance* or *Special Event Insurance* and provide proof of coverage one week prior to the event.

Damage Deposit:

Following the event, an inspection of the premises will be conducted to ensure the Sanctuary and washrooms are returned to the same condition as prior to the event. Any and all damages to the facility and contents will be assessed and the costs of repair or replacement with reference to those damages will be deducted from the Damage Deposit. If expenses exceed the Damage Deposit, the Renter will be billed accordingly and must pay within ten (10) business days. If there are no damages, the Damage Deposit will be fully refunded.