

ST. ANDREW ANGLICAN CHURCH

Single Event or Less than One Year Rental Agreement

9691 Fourth Street | Sidney, BC | V8L 2Y8 | P. 250 656-5322 | E. admin@standrewssidney.ca

APPLICANT INFORMATION

Application Date:	
Applicant Organization Name:	
Contact Name:	Email:
Address:	Postal Code:
Phone #:	Fax #:

BOOKING INFORMATION

Boardroom___ Hall___ Kitchen___ Church___							
Intended Use:							
Rental Term:	Start Date:		End date:				
Hours	Start Time:		End Time:			Total Number of Hours in Term:	
Day of the Week:	M	T	W	T	F	S	S
Booking Description:							
Rental Fee:	\$	Per hour (rounded up in one-hour increments)					
Total Rental Amount Due:		\$ Inclusive of taxes (if applicable)					
Notes:							
I HAVE RECEIVED A COPY OF THE 'TERMS & CONDITIONS' AND AGREE TO ABIDE BY THEM.							
Signature				Date			

Rental Fees

	3 hours minimum	Additional hour/ each	Recurring rental 3 hours	Recurring rental Additional hour
Hall	\$100	\$40	\$75	\$35
Boardroom	\$60	\$20	\$50	\$20
Kitchen	\$120	\$35	N/A	N/A
Church	\$	\$	N/A	N/A

Recurring: more than one event in the same month.

Requirements to be met

- Signed Rental Agreement
- Copy of Insurance on file at office. Note: Anglican Synod of the Diocese of British Columbia should be added as an additional insured party.
- Form A-2 – Respectful Conduct Policy Acknowledgement
- PAID Date: _____ of _____, 20____
- If applicable: Food Safe Certificate
- If applicable: *Special Occasion License to Serve Alcohol*
- Damage Deposit of \$_____

Signature
Client

Signature
Church

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ALL RENTERS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS

PREVIOUS AGREEMENTS:	The Rental Agreement, based on the Application Date set out in the Application Information portion of the agreement, supersedes and voids any previous written or verbal rental agreement.
FEE:	The fee is due at time of booking. Cheques are to be made payable to St. Andrew Anglican Church and mailed or hand delivered to 9691 Fourth Street, Sidney, BC V8L 2Y8. For the deposit, you can e-transfer to treasurer@standrewssidnev.ca. Please use the following information for ease of reference: • Question: church • Answer: StAndrews (note: no space) If you send an email to the Church Office to say that the e-transfer has been done, we'll know to watch for it. Fees will be increased from time to time at the discretion of the Parish and will not be implemented during a current Rental Term. Applicable Taxes will be additional to the rental fee. A \$25.00 fee will be charged for any NSF cheques.
TERM:	The rental agreement is only valid for the period stipulated from the 'Start Date' to the 'End Date' section of the Rental Agreement – Booking Information, unless otherwise specified in the Notes Section.
TO CANCEL:	Cancellation must be in writing. A full refund will be issued if cancellation notices is received 8 days prior to the Start Date. A pro-rated refund will be considered if cancellation occurs within an existing Rental Term.
TO CONFIRM:	New rental bookings should be made at least 5 days before the rental start date. Space availability is not guaranteed. A signed Rental Agreement, a copy of renter's insurance certificate, signed Form A-2, Respectful Conduct Policy Acknowledgment form, and payment must be received by the Parish before a booking is confirmed.
INSURANCE:	The Renter must obtain and provide proof of liability insurance. Renters must forward a copy of the insurance certificate, which shows the type of insurance, the expiry date, the amount (minimum \$2,000,000) and a statement naming the Anglican Synod of the Diocese of British Columbia as an additional insured. https://programs.aon.ca/content/event-churches/home-en.html

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AVAILABILITY:	The Renter is responsible for obtaining the necessary keys for access and return upon end of Rental Term. Failure to return the key will incur a surcharge of \$300 for rekeying the lock.
START/END TIMES:	The Renter is only entitled to occupy the space rented from that identified in the Booking Information section. Portions of an hour will be rounded up to the nearest half hour. Groups must attend to clean-up and be out of the room by the End Time stated in the Booking Information section of the Rental Agreement.
WASHROOMS:	There are washrooms in the building.
KITCHEN:	The kitchen on the premises cannot be used unless preauthorized by the Parish. Users must meet Island Health, food safety, sanitation and environmental requirements.
CLEAN-UP:	Rooms (including kitchen) must be left in a clean, tidy and acceptable state. All renter groups must wipe down the tables, chairs and counters etc. Return all tables and chairs to their original positions. Turn down the heat, turn off all lights and lock all windows and doors. All garbage generated by the user must be collected and removed off site. Failure to do an adequate clean-up will result in a minimum \$50 surcharge being levied.
LIABILITY:	The Parish is not responsible for lost or stolen items.
UNAUTHORIZED USE:	The 'Applicant' shall not permit any persons, groups or organizations not named in their Rental Agreement to use or occupy the premises without the express written consent of the Parish.
SMOKING & ALCOHOL:	Smoking is not permitted on any Diocese/Parish property and buildings. Alcohol may not be served on the premises unless the Parish has given written permission and also a valid <i>Special Occasion Licence</i> has been granted by the Liquor Distribution Branch, and Host Liquor Liability is shown on the insurance certificate.
MISCONDUCT	Renter must make themselves fully aware of the Diocese policy regarding sexual misconduct. A Respectful Conduct Policy is provided, and the A-2 RESPECTFUL CONDUCT POLICY ACKNOWLEDGEMENT Form is to be signed and returned to the Parish. The policy is also available on the website at www.bc.anglican.ca .
PARKING:	There is some parking available.
MUSIC LICENSE:	Concert Renters must purchase the appropriate music license if the event is open to the public. In most cases it will be a SOCAN license. Please visit http://www.socan.com for further information.
RENTALS OFFICE:	St. Andrew's Anglican Church 9691 Fourth Street, Sidney, BC V8L 2Y8 Phone: (250) 656-5322. Email: admin@standrewssidney.ca Office Hours: Monday - Friday 9:00 a.m. – 1:00 p.m. Closed on Statutory Holidays

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**OTHER
CONDITIONS**

1. It is understood that a Parish emergency, such as needing the Hall for a funeral may override any previous booking. In this event, a cash refund will be arranged or a rescheduled booking time.
2. Events are to be completed by 11 p.m. unless previous permission has been granted. Event supervisors are expected to keep orderly conduct at events and are asked to be considerate of noise levels as there are residences adjacent to the Hall.
3. Any damage to the Church property is to be reported to the Church Office.
4. St. Andrew's, Sidney has a clearly marked, up to date, first aid kit in the hall as well as a telephone by the kitchen door. Long Distance calls must be made "Collect"
5. St. Andrew's, Sidney has installed an automatic door on the accessible washroom in addition to a "Call for Help" button located with in the washroom. In the event that someone using the washroom, needs help during the course of the rental, the renter should locate the remote in the kitchen to release the door. An orientation to the automatic door cab be given in advance of the rental if needed.

Definitions

Parish: This term refers to the community of St. Andrew's Anglican Church, Sidney, which is run on behalf of the Bishop of the Diocese of BC by the Rector and Wardens.

Diocese: The geographic area of Islands and Inlets under jurisdiction of the Diocesan Bishop, of which St. Andrew's is a part.