



Anglican Parish of St. Mark

138 Hoylake Road West,
Qualicum Beach, B.C. V9K 1K3
Ph 250-752-5414
admin@stmarkqualicum.ca
www.stmarksqualicum.bc.ca

Parish Hall and Church Building Use Application

APPLICANT INFORMATION

Application Date:	
Group or Organization Name:	
Umbrella Organization if applicable:	
Contact Name:	Email:
Address:	Postal Code:
Phone #:	Cell #:
Briefly describe your organization:	
Briefly describe the event:	
Rental Fee:	

REQUESTED DATES

Building/Room:	☐ Hall	☐ Kitchen	☐ Church sanctuary
Intended Use:			
Rental Term:	Start Date:	End date:	
Request for:	☐ One-time use	☐ bi-weekly use	☐ weekly use ☐ monthly use
Other:			
Hours	Start Time:	End Time:	
Day of the Week:	Mon ☐	Tues ☐	Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Overnight set-up for multi-day event?:	☐ Yes	☐ No
Overnight storage?:	☐ Yes	☐ No

BUILDING ACCESS

If your group needs access outside of the St Mark Anglican Church Office hours: Tuesday to Thursday, 9:00 AM to 1:30 PM a member of your group **may** need a key and an alarm code. Alternatively, for one-time events, access may be arranged.

The key and alarm code should not be given to any other individual.

Do you need a key?:	☐ Yes	☐ No
Do you need an alarm code:	☐ Yes	☐ No
Arrange for access	☐ Yes	☐ No

If your group is a returning renter with a keyholder and alarm code holder please note down their contact information.

Contact Name:	Email:
Address:	Postal Code:
Phone #:	Cell #:

If your group needs to change who the contact person is or keyholder / alarm code holder is, please let us know.

ADDITIONAL NOTES

Any special requests or notes about the event:
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Terms and Conditions

Anglican Parish of St. Mark | 138 Hoylake Road West. | Qualicum Beach, B.C. V9K 1K3

We would ask that those who come to rent this space accept the values and mission of the Parish. *We are a partner in the worldwide Anglican Communion and in the universal Church, we proclaim and celebrate the gospel of Jesus Christ in worship and action. We value our heritage of biblical faith, reason, liturgy, tradition, bishops and synods, and the rich variety of our life in community.*

ALL RENTERS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS	
FEES:	Booking must include a non-refundable payment of \$25.00. Balance of fees and damage deposit are due 5 days before event date. Fees will be increased from time to time at the discretion of the Parish, and will not be implemented during a current Rental Term. A \$25.00 fee will be charged for any NSF cheques.
DAMAGE DEPOSIT:	Refundable damage deposit must be on a separate cheque.
TERM:	The rental agreement is only valid for the period stipulated from the 'Start Date' to the 'End Date'. Ongoing agreements are renewed annually.
RENEWAL	The Parish reserves the right not to renew.
CAPACITY:	Renters must abide by municipal regulations regarding the number of people allowed to occupy the space rented.
CANCELLATIONS:	Cancellation must be in writing. A full refund will be issued if cancellation notices is received 3 days prior to the Start Date. A pro-rated refund will be considered if cancellation occurs within an existing Rental Term. St Mark Anglican Church reserves the right to cancel, delay or postpone your scheduled event in the case of a church function. Such cancellations would be done only when there is no other option for St Mark.
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 <i>Certificate of Liability</i> , and fees must be received by the Parish <i>before</i> a booking is confirmed.
RESPECTFUL WORKPLACE:	St Mark Anglican Church is a respectful workplace. All staff, clergy, members, and visitors of St Mark's are entitled to be treated with respect. Bullying and harassment of our staff and volunteers will not be tolerated and may result in the immediate termination of the rental agreement.
SAFETY:	All renters are required to be familiar with the Emergency Procedures posted in the church hall and to familiarize themselves with the location of the fire extinguisher, First Aid Kits, and the defibrillator.

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INSURANCE:	All rental users (both groups and individuals) are required to obtain Commercial General Liability (CGL) insurance with a minimum limit of \$2,000,000 and provide a copy of their current <i>Certificate of Liability</i> must be produced at time of booking. To assist renters, our insurance broker, the Diocese of British Columbia has provided options for those requiring commercial general liability insurance. These liability protection programs are available specifically to groups renting parish or Diocesan facilities Renters are welcome to obtain quotes from either company option, as well as any other insurance provider, via the link: https://bc.anglican.ca/congregation-resources/facility-rentals--308
ACCESS:	Access to the building must be pre-arranged. The Renter is responsible for obtaining the necessary keys and alarm codes for access, and returning both upon end of Rental Term. Failure to return the key will incur a surcharge of \$50. The key and alarm code should not be given to any other individual. It is the renter's responsibility to notify St. Mark's if there is a change in contact people or a change in key holder.
START/END TIMES:	The Renter is only entitled to occupy the space rented from that identified in the rental agreement. 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 Rental Agreement.
WASHROOMS:	Washrooms are available in the church hall.
THERMOSTATS AND HALL DOORS:	Do not touch the thermostats or prop the hall doors open! The thermostats are set to provide a safe temperature with the doors closed. The ability of our heat pumps to function correctly is otherwise compromised.
FURNITURE, WALL HANGINGS, ETC.:	Furniture, musical instruments (drums, keyboard, piano, etc.), projector screens, wall-hangings and notice boards cannot be moved or adjusted without written permission of the church.

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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 off all lights, locks doors and set alarm code if Day Care or other Parish activities are not in session. Remove all kitchen / fridge items at the end of each session. All garbage and recycling material to be removed by renter or Damage Deposit will not be returned.
LIABILITY:	The Parish is not responsible for lost or stolen items. Renter is responsible for any damage or loss of property before, during or after the booked event.
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:	Smoking is not permitted on any Parish property and buildings.
ALCOHOL:	Any consumption of alcohol requires a posted and valid <i>Special Occasion Licence</i> has been granted by the Liquor Distribution Branch, and Host Liquor Liability is shown on the insurance certificate.
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:	Anglican Parish of St Mark 138 Hoylake Road West, Qualicum Beach, B.C. V9K 1K3 Phone: 250-752-5414 Email: admin@stmarkqualicum.ca Office Hours: Tuesday to Thursday 9:00 a.m. – 1:30 p.m. Closed on Statutory Holidays

Office Use Only

Event Approved by: _____

Date: _____

Blocked in Rental calendar: _____

Total Fee payable: _____

Initial booking fee received: _____

Damage Deposit received: _____

Damaged Deposit returned: _____

Insurance papers received: _____

Set up Map accepted: _____

Name of key holder: _____

Key returned if given: _____

Notes: _____
