



ST. JOHN THE DIVINE ANGLICAN CHURCH
579 5TH Street, Courtenay, BC V9N 1K2
(250) 334--4331 admin@sjtdcourtenay.ca
Office Hours: 9 a.m. – 12 p.m Tues. - Fri.

RENTAL AGREEMENT

effective September 2026

Name of Organization or Group: _____

Contact Person(s): _____

Mailing Address: _____

Phone Cell Email

Description of Event _____

DATES & DURATION OF EVENT

Date of Event: _____ Time of Event: _____

Facility Required: Hall: ☐ Max Cap 250 standing; 150 in rows; 170 at tables
Kitchen: ☐
Church: ☐ Max Capacity 180

ONE-TIME EVENT

Total # Hours: _____ Total # Days: _____
Agreed Rate: _____ AMOUNT DUE: _____

ON-GOING EVENT

Weekly _____ Monthly _____
Total # Hours: _____ Total # Days: _____
Agreed Rate: _____ AMOUNT DUE: _____

Insurance: Renter has own ☐ Church Insurance ☐

Damage Deposit received: ☐

Keys issued: _____ Security Code ☐

Comments: _____

Rates for the Church and Hall are based on the following:

FACILITY	REQ ✓	AGREED RATE		
		One Time	Long Term	Day Rate
Parish Hall		\$30/hour	\$25/hour	\$200
Kitchen - coffee only		\$30	\$25	
- full usage		\$100	\$80	\$100
Church		\$50/hour	\$40/hour	\$200
Damage Deposit		\$200	\$200	\$200
Cleaning fee		\$50	n/a	
Storage fee (space permitting)		n/a	\$25/month	

Rates effective September 2026

This Agreement is between St. John the Divine Anglican Church and the renter identified in the Booking Request. By signing this Agreement the person signing (as user) confirms that they are fully authorized to act in such capacity:

- a. Agrees to the rental amount as set out in this agreement.
- b. Agrees to the Facilities Usage Conditions which are below and which forms part of this agreement by initialling below.
- c. Agrees that payment will be made to St. John the Divine Anglican Church office without further invoice immediately upon completion of the event.

Note: A two hundred dollar (\$200.00) deposit is payable to St. John the Divine Anglican Church upon execution of this Agreement. This will be returned upon satisfactory completion of the use.

Agreed this _____ day of _____, 20__

Signature of User

Print Name

Signature of Office Administrator of St. John the Divine

FACILITIES USAGE CONDITIONS

1. The user may only use those facilities which are identified in this agreement. Usage charges for the kitchen include use of equipment, dishes and utensils.
2. Use of facilities is subject to the following rules:
 - a) No confetti or like material is to be used in or around the buildings.
 - b) No helium balloons are to be used inside the building.
 - c) The facilities (Church, Hall and Kitchen) are to be left as found. All garbage is to be removed from the facility by the renter.
 - d) No material is to be posted, stapled or penned on the walls or windows.
 - e) Doors left open must be monitored at all times. Doors are to be locked and key(s) returned on completion of the event and all lights turned off.
 - f) Alcohol beverages are not to be consumed on the facilities unless prior written permission has been obtained from the rector (or in their absence, from the wardens) and all applicable licensing provisions are complied with.

These conditions form part of the usage agreement. Users' acknowledgement of these conditions are recognized.

[] User's Initials Date: _____