Mutual Agreement: Rental of the Church’s facilities is by mutual agreement between the Lessor and Lessee. Lessor reserves the right to refuse rental for any reason.

|  |  |
| --- | --- |
| **Type of Event** |  |
| **Date required** |  |
| **Time required** | **From:** |  | AM | **To:** |  | AM |
| PM | PM |
| **No. of Occupants Expected** |  |
| **Lessee name:** |  |
| **Lessee address:** |  |
| **Lessee phone number:** |  |
| **Lessee email address:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Area**  | **Max Capacity** | **Available Times** | **Fee** | **Charge** |
| **Nanson Hall** | 125 | ½ Day (5 hrs). | $250.00 |  |
| Full Day (8 hrs.) | $375.00 |  |
| **Sanctuary** | 217 | ½ Day (5 hrs.) | $275.00 |  |
| Full Day (8 hrs.) | $400.00 |  |
| **Welcome Room** | 50 | 1/2/Day (5 hrs.) | $100.00 |  |
| Full Day (8 hrs.) | $150.00 |  |
| **Board Room****No Food Allowed** | 20 | ½ Day (5 hrs.) | $100.00 |  |
| Full Day (8 hrs.) | $150.00 |  |
| **Nursery** | 10 | ½ Day (5 hrs.) | $50.00 |  |
| Full Day (8 hrs.) | $100.00 |  |
| **Certified Kitchen****Monday - Friday only** |  | ½ Day (5 hrs.) | $150.00 |  |
| Full Day ( 8 Hrs.) | $225.00 |  |
| **Parking Lot**  | N/A | ½ Day (No access to washrooms) | $50.00 |  |
| ½ Day (Access to washrooms) | $100.00 |  |
| Full Day (No access to washrooms) | $100.00 |  |
| Full Day (Access to washrooms) | $150.00 |  |
| **Additional Hours** | N/A | No. Required |  | $25.00 / hr. |  |
| **Subtotal** |  |  |
| **Refundable Damage Deposit** | Required upon signing and submitting this agreement. | $300.00 |
| Total Payment | Cash |  |  |
| Cheque |  |

**Initials: Lessee: \_\_\_\_\_\_\_ Lessor: \_\_\_\_\_\_**

**Terms & Conditions**

**Premises**:

* Lessee guarantees the use of the property is for the purpose cited on the application.
* Lessee is responsible for applying for any applicable permits (e.g., Ontario Lottery and Gaming Corporation).
* Lessee is responsible for the conduct of their guests at all times.
* Lessee agrees to control the sound level, including music, audio/visual systems, and guests.
* Lessee agrees to use caution against waste pipe clogging, Accepting liability for repairs/damage.
* Lessee is responsible for any breakage or damage and all required repairs; facility should be left as found.
* The use of the kitchen is included in room rentals.
* Tables, chairs, other furniture and items from the kitchen are not to be removed from the space leased and are not to be used outside
* Damage and/or loss of personal property will be the responsibility of the Lessee.
* Set up and clean-up must be completed within the time frame indicated in the application; no later than 11:00PM.
* Hall(s) to be left as found, garbage removed.
* No pins, staples, nails or other sharp objects are to be used on walls, floors or ceilings.
* No open fires and no candles anywhere in or on the property.
* No Smoking is permitted within the building. Smoking is allowed in the parking lot, butts left on the ground will be considered garbage and clean up will be deducted from the deposit.
* No Alcohol is permitted within the Church building or on Church property.
* Only Service Animals are permitted on the premises.
* No overnight sleeping on the premises.

**Rental Fees & Deposit:**

* The Full Rental Fee, plus Damage Deposit must be paid at the time the Agreement is signed.
* Cash or cheque made payable to Duff’s Presbyterian Church is acceptable.
* At the conclusion of the event, the premises will be inspected and if no damage has occurred, everything is tidy including removal of garbage and decorations and no additional rooms have been used, the Deposit, minus damage or other usage fees will be returned by mail to the Lessee within two weeks. Additional fees will be charged if repairs exceed the damage deposit.

**Cancellation of Bookings:**

* Written notice of cancellation must be given **30 days prior** to the function for full refund of rental fee paid.
* If notice of cancellation is given 29 days or less than, ½ the rental fee will be returned.
* Refunds, including Damage Deposit, will be returned by mail to the Lessee, within two weeks of receipt of the written cancellation notice.

**Exceptions or Changes:**

* Exceptions to the fee or payment schedule can only be authorized by the Board of Managers of Duff’s Presbyterian Church (Board).
* Board decisions are final.

**Initials: Lessee: \_\_\_\_\_\_\_ Lessor: \_\_\_\_\_\_**

**Indemnification:**

* The Lessee consents and agrees to indemnify and save harmless, Duff’s Presbyterian Church and any of its employees, members, directors, adherents, in respect to all claims, demands, actions, suits and costs arising out of any act or omission of the Lessee and/or servant, agent or employee of the Lessee or arising out of the use of the said facility by the Lessee.

**This document is intended to be a complete record of the rental agreement.**

**Both parties, LESSEE and LESSOR, are to have a copy of this agreement.**

**All promises and agreements are included herein, in writing and agreed to by both parties, as witnessed by their signatures below.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Lessee Signature:** |  | **Date:** |  |
| **Print Name** |  |
| **Lessor Signature:** |  | **Date:** |  |
| **Print Name** |  |

**Contact Information for Optional Services (Fees are negotiated with contact)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service** | **Contact Name**  | **Phone Number** | **Email Address** |
| **Minister** |  |  |  |
| **Organist** |  |  |  |
| **Sound System** |  |  |  |
| **Stage Lighting** |  |  |  |
| **Audio Recording** |  |  |  |
| **Chair Lift Operator** |  |  |  |
| **Hospitality Services** e.g.: Breakfast, Lunch. Dinner, Coffee Breaks |  |  |  |