

**EBENEZER UNITED CHURCH FACILITIES RENTAL REQUEST**  
*Complete and submit to church office.*

Name/Group: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_

Purpose of rental: \_\_\_\_\_

Approximate number of attendees: \_\_\_\_\_

Note: Adequate 3<sup>rd</sup> party insurance coverage must be in place:

Insurance company name \_\_\_\_\_

Policy number \_\_\_\_\_

Do you have a key? Yes  No

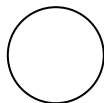
**\*Please note that church functions may supersede rental agreement and, at times, these functions may be scheduled with very little advance notice.**

**EBENEZER UNITED CHURCH RENTAL CONDITIONS**

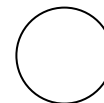
The undersigned acknowledges and agrees to the following terms:

1. No smoking is allowed in the church or on the church property.
2. Alcohol consumption is strictly forbidden in the church or on the church property.
3. No confetti, rice or balloon powder allowed in the church or on the church property.
4. All patrons attending your event must vacate the premises within 30 minutes of rental contract time.
5. The undersigned will be liable for damages of any kind that is caused to the church building, the church contents or church property.
6. Representatives from the church, at their own discretion, may be present for part or for the entire duration of your function.

**Initials:** Renter



Church Representative



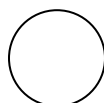
## EBENEZER UNITED CHURCH RENTAL RATES

Which facilities and/or services would you require? Check all appropriate areas.

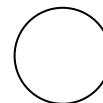
<u>Facility</u>	<u>Check</u>	<u>Rental Rate</u>	<u>Cost</u>
Hall and Stage	<input type="checkbox"/>	4 hours \$175	
	<input type="checkbox"/>	8 hours \$300	
	<input type="checkbox"/>	Long-term usage \$50 per use	
Sanctuary (non-wedding)	<input type="checkbox"/>	4 hours \$400	
	<input type="checkbox"/>	8 hours \$750	
Sanctuary (wedding or funeral)	<input type="checkbox"/>	\$150	
Parlour	<input type="checkbox"/>	4 hours \$100	
	<input type="checkbox"/>	8 hours \$175	
Kitchen – monitored by UCW	<input type="checkbox"/>	By special request \$50	
Basement Rooms	<input type="checkbox"/>	4 hours \$100	
	<input type="checkbox"/>	8 hours \$175	
	<input type="checkbox"/>	Long-term usage \$50 per use	
<b>Professional Services</b>		<b>Service Rate</b>	
Minister	<input type="checkbox"/>	\$300	
Organist	<input type="checkbox"/>	\$150	
Audio &/or Video (AV)	<input type="checkbox"/>	\$150	
Custodians	<input type="checkbox"/>	\$150	
Catering by UCW (United Church Women)	<input type="checkbox"/>	By quote	

<b>Total Charges:</b>	
<b>*Deposit 30%:</b>	
<b>**Balance Due 7 days prior</b>	

**Initials:** Renter



Church Representative



Revised August 24, 2023

## Ebenezer United Church Facilities Rental Policy

### **Rental Eligibility**

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Any individual or group from within the congregation or community or agency is eligible to apply for use of church facilities.

In cases where a rental application may come into question, the church reserves the right to refuse access when the renter’s goals do not match the ethos of the United Church of Canada. The office administrator will consult with the “Property Maintenance and Rental Committee” and custodians, when questions arise related to the scheduling or suitability of a rental application.

**Rental Application Process** - Rental applications are initiated by contacting Ebenezer United Church at [emqpc1669@gmail.com](mailto:emqpc1669@gmail.com) or 905-436-1258.

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### **Payment Terms**

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**A deposit of 30%** of your total is required to confirm your rental application. The deposit is only refundable under the following terms:

- The renter provides the church office with at least 30 days notice of cancellation prior to the event date.
- The application is declined due to availability, commitment, or at the discretion of the “Property Maintenance and Rental” Committee.

**No later than 7 days prior to the event**, if approved, the balance of the rental fees is due. Failure to complete payment terms may result in cancellation of the rental agreement and forfeiture of the previously paid deposit.

### **Insurance**

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Regular users may need to add Ebenezer United Church as an additional insured under their own liability policy at their own expense. Renters requiring further coverage or special coverage would be required to purchase that coverage at their own expense. Ebenezer United Church is not responsible for the safety or security of users of the church, or their equipment, during the rental period.

### **Set Up/Cleanup**

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Basic set up and cleanup, stacking of chairs and tables, shutting off of lights, garbage removal, equipment and furniture placement, window closures and lockup is the responsibility of the renter and is required, unless otherwise stated in the rental agreement.

**PLEASE NOTE: We do ask that renters take their garbage with them when they leave. Recycling and compost may be left in the appropriate bins in the kitchen.**

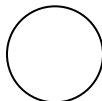
### **Damage**

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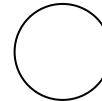
Renters are responsible for the supervision and actions of the individuals involved in their group’s event. Damages over and above the value of the damage deposit incurred to the church, equipment or contents are the express responsibility of the renter. Damage, repair or replacement will be done by the Property Manager and will be charged to the renter.

**Animals are not allowed on the premises, except in the case of medical necessity.**

**Initials:** Renter



Church Representative



## EBENEZER UNITED CHURCH

I have read and agree with the terms and conditions of the rental agreement, rates and policies.

\_\_\_\_\_   
Date

\_\_\_\_\_   
Rental Applicant Signature

\_\_\_\_\_   
Ebenezer Church Representative

<b>EBENEZER UNITED CHURCH 30% RENTAL DEPOSIT RECEIPT</b>
<b>Date:</b> _____
<b>Received From:</b> _____
<b>Rental Group:</b> _____
<b>Amount:</b> _____ 00/100 (\$     )
(as per page 2)
<b>Ebenezer Representative Signature</b> _____

<b>EBENEZER UNITED CHURCH RENTAL BALANCE RECEIPT</b>
<b>Date:</b> _____
<b>Received From:</b> _____
<b>Rental Group:</b> _____
<b>Amount:</b> _____ 00/100 (\$     )
(as per page 2)
<b>Ebenezer Representative Signature</b> _____

**EBENEZER UNITED CHURCH**

**For Office Filing Only:**

**Rental Applicants Name:** \_\_\_\_\_

**Date of Rental:** \_\_\_\_\_

- **Application Complete:** **Yes / No**
- **Deposit Received:** **Yes / No**
- **Rental Approved by Property/Rental Committee:** **Yes / No**

**Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Approval of agreement on behalf of Ebenezer United Church  
Property Maintenance & Rental Chair or Designate)

- **Recorded on office calendar** **Yes / No**
- **All Staff/Volunteers informed:** **Yes / No**
- **Balance Paid 7 Days Prior:** **Yes / No**