



GABRIOLA UNITED CHURCH RENTAL POLICY

Rental Agreement on Reverse

1, Insurance.

All renting organizations of events that are not church-sponsored are required to obtain public liability insurance for the event in the amount of \$1,000,000. A copy of the organization's current insurance coverage with the addition of a clause, %additional covered . Gabriola United Church, must accompany the rental application.

Such coverage may also be obtained from the present insurers of the church. The church contact person can provide details. Call 250-247-8633 and leave a message for this person to call the renter.

2. Rental Fees.

- | | |
|--|------------------------|
| (a) Use of Sanctuary + Hall + kitchen | \$25 / hr (or portion) |
| (b) Use of Sanctuary + Hall (no kitchen use) | \$20 / hr or portion |
| (c) Use of Hall + kitchen | \$20 / hr or portion |
| (d) Use of Hall (NO KITCHEN USE) | \$12 / hr or portion |

It is required that all set-up and clean-up time and removing of garbage be completed within the time booked.

A church key can be borrowed from the church contact person.

3. Cancellation.

(a) A regular booking scheduled for a non-church organization may be cancelled with 21-days notice, for a church or church-sponsored event, and 48-hours notice for emergency church events such as funerals or special meetings.

A church-sponsored event is an event that is a church function, which is initiated within Gabriola United Church through an appropriate committee and receives Official Board approval.

(b) Saint Martin of Tours Anglican/Lutheran Church uses Gabriola United Church as its church home. Saint Martin of Tours events are considered church events.

(c) A security deposit of \$30, in addition to the rental charge is payable on booking, and is refundable if the booking is cancelled before 21 days of the event by the renting organization. A fee of \$15 is retained if the booking is cancelled by the organization within seven days of the event.

4. Cleaning. The church is to be left in as-good-as-found condition, but the deposit will be used with potential additional charges if there is damage or cleaning needed. Our cleaner's name is Anna Leather 247-2711. The renting organization can call to make arrangements for cleaning after their event.

5. The church piano, organ, amplifiers, and other sensitive equipment are not be touched or moved, unless supervised by our organist or our approved specialist, and all other furnishings moved are to be put back where they were found.

6. FoodSafe. If the kitchen is used at all, someone with FoodSafe certification is named and is responsible for on-site supervision. No dishes or cutlery are to be used and replaced in the cupboards without having been sanitized by the commercial dishwasher.

7. Items left at the church. GUC will not be responsible for any items left or stored at the church and that any items left without prior approval may be disposed of.

8. Fire Occupancy numbers and furniture layout shall not exceed posted Fire Department requirements. No exit is to be blocked.

Gabriola United Church Rental Agreement

Rental Rates - See reverse of this form

- 1. **Weddings.** Please contact Rev. Joan Scandrett at 250-247-7171.
Weddings in the Church are sacred vows and as such are very much a Church function and require approval to take place at Gabriola United Church (GUC) by Session and the Minister. Rates will vary in relation to the amount of time the minister requires on any specific service.
- 2. **Pianist.** These arrangements are to be arranged privately. The church can provide you with the contact information of local pianists.
- 3. **Funerals/Memorial Services.** Please contact Joan Scandrett at 250-247-7171.
These services are Church functions and also require approval to take place at Gabriola United Church (GUC) by Session and the Minister. Rates will vary in relation to the amount of time the minister requires on any specific service.

There is no charge to Church members.

- 4. **Insurance requirements for all non-church functions are set out on the reverse.**

5. **Rental requirements** _____ X \$ _____ = \$ _____

- 6. **Date(s) and time required**

OR Donation to be made to Gabriola United Church _____ in lieu of rental fees.

Comments/Special Arrangements _____

- 7. **Organization** (please print)

Contact Person. Groups wishing to rent must appoint a contact person whose responsibilities are set out on the reverse of this form.

Contact person's name: _____ Phone: _____

E-mail address: _____

I have read and fully accept the responsibilities set out on the reverse of this form and my signature is confirmation that the officers of this organization are fully aware of and accept the terms and conditions of rental.

Signature _____ Date _____

- 8. **Church contact.** Alex McConnell. Phone 250-247-9764

Signature of Gabriola United Church Official _____

Phone: _____ Date _____

NOTE: For all non-church events alcoholic beverages are NOT permitted on church premises or grounds.