

Gordon-King Memorial United Church – Rental Agreement

Contact Name: _____

Address: _____

Phone: _____ Cell: _____

Email: _____

Application Date: _____

Event Type: _____

Event Date and Hours Needed: _____

Expected Attendance: _____

Description	Quantity	Cost
Catered Reception Only (incl. auditorium, kitchen, tables/chairs)		\$200
Sanctuary – 2 hours		\$200
Auditorium – for 2 hours		\$100
Kitchen – for 2 hours		\$100
Higham Room (Board Room) – for 2 hours		\$75
Ladies Lounge (Meeting Room) – for 2 hours		\$75
Gordie's Coffeehouse		\$100
Dishwasher Operator Instruction		\$25
Audio Technician, if available* (per hour, 3 hours minimum)		\$25
Visual Technician, if available* (per hour, 3 hours minimum)		\$25
Opening/Closing		\$25
Rental Host (per hour, 3 hours minimum)		\$25
Total Estimated Rental Cost		

Prices are per event where no time frame is mentioned.

Event Insurance is required at an additional cost. See #6 under Terms and Conditions.

Regular rental fees can be reduced or negotiated for long-term rentals or for less established or emerging groups.



Security to open at: _____

Security to close at: _____

Seating Arrangement (if required)

Number of square tables needed: _____

Number of rectangular tables needed: _____

Number of people per table: _____

Details on desired room set-up: _____

Audio/Visual Requirements

___ Mic/Speaker

___ Audio Tech (if available)

___ Podium

___ Video Tech (if available)

___ CD Player

___ DVD Player

___ Digital Projector

(If using an Apple laptop; bring adapter)

*If audio is needed in the sanctuary, and an Audio Technician from Gordon-King Memorial United Church is not available, the Renter is responsible for acquiring (at their own cost) a sound tech who can operate a Mackie 24 channel Analog mixer (to be approved by the Church). If video is needed in the sanctuary and a Video Technician from Gordon-King Memorial United Church is not available, the Renter is responsible for providing one.

Other: _____

Signature of Applicant: _____ Date: _____



TERMS AND CONDITIONS OF FACILITIES RENTAL

1. Church Contact - All communication from the Applicant to the Gordon-King Memorial United Church ("the Church") shall be directed through the Church Office at 127 Cobourg Avenue, Winnipeg R2L0H4
2. Method of Payment - All payments to be made under this Agreement may be made via cash, cheque made payable to Gordon-King Memorial United Church or e-transfer to finance@thebigredchurch127.com. Final payment is due on the day of the event.
3. Timing of Payment - Weddings: Half of the total amount due for rental of the facility must be received by the Church Office upon booking of the event. The balance is due on the day of the event.
4. Security Deposit and Responsibility for Damages - The Applicant is responsible for all damage to the facility and any equipment utilized occurring because of the Applicant's use (reasonable use excepted). An inspection will be done by the Church after the event. If damage occurs, an estimate of costs for repair will be determined, the Applicant will be invoiced in the amount of the cost estimate.
5. Compliance with Regulations - The Applicant agrees to comply with all building and fire regulations for the event and to comply with any facility rules adopted by the Church for the facility.
- 6: Insurance – The Applicant must provide a certificate of Insurance or purchase a policy through HUB, the Church's insurer. Available at <https://ucc-protect-united.instantriskcoverage.com/>.
7. Usage of the Church - By renting the facility to the Applicant, the Church in no way relinquishes its right to control the management of the Facility and to enforce all necessary rules and regulations as may be required. The Church may use other components of the facility during the event that do not materially interfere with the usage by the Applicant. The Church further retains the right to alter or terminate any booking that is incompatible with any unforeseen congregational usage requirements of the Church, provided that the Church shall use its best efforts to facilitate the Applicant on other dates or in other components of the facility in such circumstances.
8. Prohibited Activities in the Facility - The facility has been designated as a non-smoking and alcohol-free building. Also, The Church may from time to time restrict food and beverages in certain areas of the Facility. The Church is owned by the United Church of Canada and will not rent the facility to any group whose constitution or intended usage of the facility disagree with the principles of the Church. In the case that the event, or any component thereof, is determined by the Church to disagree with the principles of the Church, the Church shall terminate the booking and return payment/deposit in full to the Applicant without any further liability to either party.
9. Cancellation – The Church will issue a full refund for any event canceled with at least 72 hours' notice. If less than 72 hours' notice is provided, the Church reserves the right to charge a cancellation fee of up to one-third of the total event cost as liquidated damages.



10. Operation of Audio and Visual Media Equipment - only A/V Technicians approved by the Church shall be allowed to operate the sound systems in the Sanctuary or other rooms. Only A/V Technicians approved by the Church shall be allowed to set up and take down the Portable Sound System, Digital Projectors, TVs, DVDs, VCRs, Overhead Projector and Screen in all rooms of the facility. Applicants who are using and operating these pieces of equipment shall comply in all respects with the operational guidelines provided by the Church.

11. Decorations - all decorating to be completed for the event shall be the sole responsibility of the Applicant. No decorations shall be fastened to the wall of the facility or otherwise affixed in such a manner that will damage the facility and then only with the approval of the Property Manager. Take-down and clean-up of decorations is also the responsibility of the Applicant.

12. Auditorium Rental – When renting the auditorium, the kitchen will be available solely for the preparation and serving of coffee provided by the Applicant. Any additional use of the kitchen beyond this purpose will necessitate a separate booking of the kitchen space, in addition to the auditorium rental.

13. Cleaning – The facility is expected to be left in the same condition as it was upon arrival. The following cleaning tasks are required, if necessary:

- Sweeping
- Mopping
- Wiping down tables and chairs
- Returning all items to their proper locations, including the proper storage of tables and chairs.

We kindly request that guests remove their winter boots at the door when booking the auditorium during the winter months. If guests prefer to keep their boots on, sweeping and mopping will be necessary.

14. Security – The building doors must remain locked or continuously monitored during your rental period. Failure to do so may lead to theft or unauthorized access.

Please Note: The building must be vacated by 11:00 pm.

