

## Gordon-King Memorial United Church – Rental Agreement

CONTACT NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

EMAIL: \_\_\_\_\_

APPLICATION DATE: \_\_\_\_\_

EVENT TYPE: \_\_\_\_\_

EVENT DATE: \_\_\_\_\_

EXPECTED ATTENDANCE: \_\_\_\_\_

SET UP TIME: \_\_\_\_\_

DESCRIPTION	QUANTITY	COST
Catered Reception Only (incl. auditorium, kitchen, tables/chairs). Dishwasher and security extra.		\$200
Sanctuary – 2 hours		\$200
Auditorium – for 4 hours		\$75
Higham Room (Board Room) – for 4 hours		\$50
Ladies Lounge (Meeting Room) – for 4 hours		\$50
Gordies – coffeehouse space		\$75
Kitchen – for 4 hours		\$100
Dishwasher Operator Instruction		\$25
Audio Technician, if available* (per hour, 4 hours minimum)		\$25
Visual Technician, if available* (per hour, 4 hours minimum)		\$25
Opening/Closing		\$25
Total Estimated Rental Cost		

Event Insurance is required. See terms #6.

SECURITY TO OPEN AT: \_\_\_\_\_

SECURITY TO CLOSE AT: \_\_\_\_\_

Note: The building closes at 11 pm. Prices are per event, or hour as noted.



\*If audio is needed in the sanctuary, the Renter is responsible for acquiring (at their own cost) a sound technician, who can operate a Mackie 24 channel Analog mixer and is approved by the Church.

A 50 % confirmation deposit is required at time of booking, balance is due on day of event. A Damage Deposit of \$150.00 may also be required at time of booking, in addition to and separate from the confirmation deposit. If there are no replacement/repair costs for broken or damaged equipment/facilities incurred during the event, and if there is no additional clean-up necessary (carpet cleaning, etc.) the full damage deposit will be returned to the renter or applied to the balance of the account.

#### SEATING ARRANGEMENT

Number of square tables needed: \_\_\_\_\_

Number of rectangular tables needed: \_\_\_\_\_

Number of people per table: \_\_\_\_\_

Details on desired room set-up: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### AUDIO/VISUAL REQUIRMENTS

\_\_\_ 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 a GKM Audio Technician 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 GKM Video Technician is not available, the Renter is responsible for providing one.

Other: \_\_\_\_\_

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Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Payment can be made via cash, cheque or e-transfer to **finance@thebigredchurch127.com**.



## 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 or cheque made payable to Gordon-King Memorial United Church. 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 as a result 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 United Church of Canada/HUB International.
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 are in disagreement with the principles of the Church. In the case that the event, or any component thereof, is determined by the Church to be in disagreement 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 refund payment in full for any event which is cancelled with minimum 72 hours advance notice. In the event it is not given 72 hours advance notice of



cancellation, the Church may charge a fee of up to 1/3 of the total event fee as liquidated costs for the cancellation.

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 decoration 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. Kitchen Services - No outside caterers or food service providers will be permitted use of the Church kitchen other than those approved by the Church. For more information about approved caterers, contact the Church office.

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

