

St. James Westminster Church

115 Askin Street
London, Ontario N6C 1E7
519 - 432-1915

Contract #

RENTAL CONTRACT

Date Ordered:

Date of Function:

Convenor/Contact:

Telephone:

Address:

City: London

Postal Code:

Type/Name of Function:

Number of Guests:

Room(s) to be used:

Bar: Yes or No

Event Start Time:

Event Finish Time:

Unlock Building at:

Lock Building at:

Room Charge (\$30-\$60/hour): \$_____ (\$___ /hr x___ hours) time includes set up, take down & clean up

TOTAL: \$_____

Deposit due on signing: \$_____ (50% of total)

Insurance Charge (\$43.20) \$_____ (a separate cheque, due on signing)

Balance owing: \$_____ (50% of total, to be paid 7 days in advance of event)

I have read and agree to the terms and conditions on the back of this contract.

Lessee: _____
(Please print)

St. James: _____
(Please print)

Signature: _____

Signature: _____

For office use only.

Custodian Working at this Event: _____

TERMS AND CONDITIONS

A funeral may take precedence over any pre-arranged use of the facility.

Unless other arrangements have been made, the building closes at 10 p.m.

Smoking is prohibited throughout the building.

Prices are for any (or all) of the time block rented on the date of the event as specified in the contract. No refund will be given for less time used. Extra time used beyond your time block will be charged at an extra hour rate of \$50.00 per hour.

Use of the facilities must be limited to the purpose(s), date(s) and time(s) specified in the contract and is for the requested rooms, hallways and washrooms only. All other space is out of bounds.

Use of the kitchen for light refreshments does not mean exclusive use of the room.

Use of the organ or grand piano must be pre-arranged with the Music Director. Piano tuning is the responsibility of the user, if required, and must be done by a qualified piano tuner approved by the Music Director.

Use of any equipment must be arranged in advance and will incur an additional fee.

Any decorations (banners, posters, streamers, etc.) on the walls or any other part of the church building must be attached with painter's tape or stick-tack only – ***no tacks, nails or any other fasteners that would damage the facility are permitted. No holes in the walls are permitted.***

After use, **the Lessee is responsible for ensuring that the facility is left in a neat, clean and orderly condition**, with all equipment (tables, chairs, dishes, etc.) returned to its proper place. This includes removal of all decorations.

The lessor and the lessee agree that the rental of the premises is for the time stipulated only, and does not extend beyond that time for any purpose. Any property belonging to the lessee that is not removed from the property of the lessor by the lessee at the end of the rental term and that is left on the premises beyond the rental term is left on the premises at the risk of the lessee, and the lessor shall not be responsible for any loss of or damage to the property of the lessee, however caused.

Requests for specific set-ups or other requests must be received *in writing* in the Church office seven days prior to the event.

The rooms will not be considered to be reserved until a deposit of 50% has been paid upon signing the contract. The balance must be paid no later than 7 days before the event. If final payment has not been received 7 days in advance of the event, we will consider the contract to be cancelled and no refund of the deposit will be paid.

If the Church Wardens approve the serving of alcohol, the Lessee is responsible for obtaining all necessary licenses and/or permits, as well as providing a bartender /server with SmartServe designation/certification. A copy of the relevant licenses/permits must be provided to the Church office at least 10 days prior to the event.

Any loss or damage to the property, facilities or equipment of St. James Westminster caused by the Lessee or anyone attending the Lessee's event will be repaired or replaced by St. James Westminster and costs for such loss or damage will be the responsibility of the Lessee. No hockey sticks, balls (other than Nerf balls) or other play equipment that might damage walls or ceiling will be allowed in the Gym.

The Lessee must provide proof of **\$2,000,000.00 liability insurance coverage** for the event, either through their own insurer, or by contracting for coverage through St. James Westminster's insurer. A Certificate of Insurance naming St. James Westminster Church as an additional insured for this event on the Lessee's policy (and acknowledging that the insurer is aware that alcohol is being served if applicable) must be provided, or event insurance contracted through St. James Westminster's insurer, at or before the time of payment of the balance owing (at least 7 days in advance of the date of the event).

The Lessee agrees that he/she assumes full responsibility for ensuring that all terms and conditions in the contract are complied with, and takes full responsibility for the conduct of all those attending the event.