

# Emmanuel Baptist Church Rental Agreement

I hereby request the use of Emmanuel Baptist Church as outlined below:

CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_

NAME OF RENTER: \_\_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

RENTAL EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_  
church opened church closed

Set up and decorating can take place the morning prior to the event during church hours (9a.m. - 5p.m.) unless conflicting with a church event or ministry.

REHEARSAL (Weddings only)

DATE: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_  
church opened church closed

## RENTAL FEES:

RENTAL	FEES	FEES	INCLUDES:	CARETAKERS RESPONSIBILITIES	RENTERS RESPONSIBILITIES
SANCTUARY	\$150		<ul style="list-style-type: none"> <li>- Sanctuary</li> <li>- use of tables in the sanctuary or foyer</li> <li>- Sound equipment with a sound man (preferable from EBC) Renter is responsible for any payment to sound man.</li> </ul>	<ul style="list-style-type: none"> <li>- cleaning of north bathrooms, baby room and the sanctuary, balcony, foyer, north foyer &amp; stairs carpets and any glass in sanctuary.</li> </ul>	<ul style="list-style-type: none"> <li>- any item moved in the sanctuary is to be returned to its original place (if an item is damaged or stolen the renter will be responsible for the replacement of the item)</li> <li>- Piano and organ are not to be moved.</li> </ul>
FELLOWSHIP HALL	\$100 (1-100 people) \$200 (101-300 people)	For the rental of the Sanctuary, Fellowship Hall & Kitchen  \$275 (1-100 guests)	<ul style="list-style-type: none"> <li>- Fellowship Hall</li> <li>- Washrooms &amp; main foyer</li> <li>- Tables, chairs &amp; coat racks</li> </ul>	<ul style="list-style-type: none"> <li>- removal of tables &amp; chairs, cleaning of floors, removal of garbage, cleaning of main foyer &amp; hallway, bathrooms &amp; glass</li> </ul>	<ul style="list-style-type: none"> <li>- tables cleared, chairs stacked</li> <li>- Any risers that are used are to be moved by the renter &amp; returned to the appropriate storage.</li> <li>- Any items not belonging to the church must be taken away immediately following the event (unless special arrangements are made with the caretakers)</li> </ul>
KITCHEN	\$50 + \$1 per person over 50 to a maximum of \$200	\$450 (101-300 guests)	<ul style="list-style-type: none"> <li>- includes use of sinks, stoves, refrigerators, coffee perks, cutlery, dishes, cups, saucers, kitchen utensils.</li> <li>- Also includes use of commercial dishwasher. There will be someone available to train if requested.</li> <li>- Please note: rental DOES NOT include the use of table cloths, tea towels or dish cloths.</li> </ul>	<ul style="list-style-type: none"> <li>- washing the kitchen floor &amp; taking out the garbage.</li> </ul>	<ul style="list-style-type: none"> <li>- The kitchen must be left clean and items put away as they were.</li> </ul>
SOUND EQUIPMENT (Fellowship Hall)	\$25		Sound equipment in the Fellowship Hall - includes mic, tape deck/cd player on request.	<ul style="list-style-type: none"> <li>- setting up &amp; taking down equipment.</li> </ul>	<ul style="list-style-type: none"> <li>- if any damage occurs to the equipment during the event the renter is responsible for the replacement cost.</li> </ul>

**FUNERAL COSTS:**

FUNERAL COSTS	SANCTUARY	FELLOWSHIP HALL	KITCHEN
There will not be any rental fees charged for a funeral, however Caretaking fees must be paid according to the areas rented and used. If the entire church is used the fee will be \$150.	\$50 Caretaker Fee	\$75 Caretaker Fee	\$25 Caretaker Fee

**TERMS & CONDITIONS:**

- Applicant is responsible for any damage that occurs during the event.
- The church facility is to be left as it was found, including returning any items that were moved.
- No smoking or consumption of alcohol is allowed in the building or on the property.
- No confetti is to be used on the church property (inside or outside of the building).
- Events must be finished by 10:00p.m. to allow for clean up.
- Where a caterer is involved, the kitchen must be cleaned and vacated in preparation for services or activities that may occur the following day.
- The facilities exist to honor and glorify God, and activities which dishonor God will not be permitted.

The church facility will not be officially booked until this rental agreement and full payment is received.

I would like to rent the EBC facility, understanding my rental responsibilities:

I understand, agree to and accept the above terms, conditions and fees. Cheque is due upon signing this agreement, to be made payable to EMMANUEL BAPTIST CHURCH.

\_\_\_\_\_

Signature

\_\_\_\_\_

Date