

St Joseph's Kingsbridge Community

Rental Rates, Policies and Agreement for Kingsbridge Centre and Kingsbridge in the Country

(April 2015)

Rental Policies and Guidelines

FACILITIES VALUES Space in ST Joseph's Church, Kingsbridge will be rented in accordance with the Facilities Values which can be found in Schedule 1.

REQUESTS FOR USE OF CHURCH PREMISES All requests for space for activities should be made to the Rental Manager.

Wedding, funeral and memorial service requests are to be made to the rental manager.

RENTAL RATES

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see Schedule 2.

PAYMENT AND REFUNDS A signed contract is to be accompanied by a 50% deposit and a cheque for the remainder due on date of the event. The deposit will be refunded if a cancellation is made 60 or more days prior to the scheduled day of the Event. One half of the deposit will be refunded if the cancellation occurs 30 or more days prior to the event. No refund will be given if the cancellation notice is received less than 30 days prior to the scheduled day of the event.

EQUIPMENT

A public address system is available in the nave and basement hall. Use of other equipment contact rental manager. Fees for other equipment. See schedule 3

USE OF FACILITIES

- a) All garbage is to be removed from the premises.
- b) The premises and all equipment are to be left in the same condition as they were when your event began. If chairs and tables have been set up for your event, it is not necessary for you to put them away. If you have moved equipment or furniture, please return it to its original location. In the case of damage to church property, renters are responsible for the cost of repairs required to restore to original condition. Decorations or other materials may be placed on walls and windows only with materials that do not damage or mark such surfaces, and all decorations are to be removed at the conclusion of the event
- c) Use of premises is restricted to only those facilities and times that are specified in the rental contract. Use of the facilities must be terminated at the agreed upon time to accommodate the official who is assigned to close and secure the building at the conclusion of the event. Late departures will result in an additional fee.

PUBLICITY St Joseph's Kingsbridge Community's name shall not be used as the sponsoring organization in any advertising or promotional literature for any event, unless it is an official event. St Joseph's Kingsbridge Community's telephone number is not to be used as the number to call for further information about your event.

SMOKING POLICY Smoking is not allowed in the building and must be confined to the designed area outside the church.

ANIMALS Only service dogs are permitted on the premises.

NOISE Noise must be kept within acceptable limits at all times so as not to disturb our neighbours.

INSURANCE: It is mandatory that all events held at St Joseph's Church have appropriate liability insurance. Liability insurance is required to protect both the renter and St Joseph's Kingsbridge Community. Liability waiver

certificates are not sufficient and will not be accepted.

Before use of St Joseph's Church premises can occur, renters must satisfy the need for liability insurance by providing to the Facilities Manger or appropriate staff member physical proof of valid and current liability insurance;

PARKING There is parking lot on the south side and to the rear of the church. Parking on Highway 21 is not recommend.

SCHEDULE 1

St Joseph's Kingsbridge Community

Facilities Values

We have a beautiful rural setting that represents the dedication and investment of the former Parish of St Joseph's , Kingsbridge for more than 100 years. We encourage the widest use of our facilities in serving the community. We ask those wishing to use our church facilities to be sensitive to the fact that the building was built and has been used as a place of gathering and worship.

The primary purpose of St Joseph's Kingsbridge Community is to make the building available to others in our community as a place for devotion, for work, for education, celebration or for recreation.

St Joseph's Kingsbridge Community does not discriminate as to race, creed, national origin, disability, gender or sexual orientation.. If your event is advertised or announced as being open to the public, all persons who present themselves must be admitted within the capacity of the facilities contracted for.

St Joseph's Kingsbridge Community is committed to environmentally responsible use of all resources. We ask renters of our facilities to help fulfill this commitment by following all recycling instructions and avoiding, whenever possible, the use of disposable, non-biodegradable materials when planning and conducting events at the Church or rectory.

Smoking is not permitted anywhere inside the church building. There is ample onsite parking.

SCHEDULE 2

St Joseph's Kingsbridge Community

Rental Rates

Location

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Category 1

Nave /day \$ 300

Basement Hall /day \$150

Basement Hall and kitchen /day

\$200

Small meeting rooms /day

\$50

Notes: Basement Hall, kitchen and basement meeting room currently under renovation and not available for 2017

RENTAL AGREEMENT This constitutes a contract for use of the Kingsbridge Centre between the owners: St Joseph's Kingsbridge Community (SJKC). 84675 Bluewater Hwy, RR 3, Goderich ON N7A 3X9 (519) st.josephskingsbridge@gmail.com and the renter/lessee:

Name: _____

_____ Phone: _____ Email: _____

_____ Event: _____

_____ Access In Date/Time: _____ Access Out Date/Time: _____

_____ Performance Dates: (if applicable): _____

_____ Total Approved Rental Fee: _____ including damage deposit. TERMS OF CONTRACT TO RENT 1. The Renter is to have no bar facilities except with permission of the SJKC. All guests must vacate by 12:00 am.

2. The Renter agrees that all LCBO and LLBO and Fire Marshall regulations will be adhered to.

3. Damage:

a. The Renter assumes responsibility for any damage or breakage or loss that may occur to the building and/or stock and/or equipment during the period of access. b. The Renter is responsible for damage to the walls, ceilings, beams, drapes inside or outside the building during the period of access. Under no circumstances shall anything be attached to walls, fixtures or lights. St Joseph's Church and Rectory is a strictly non-smoking building. c. Damage deposit: A \$300 fully-refundable damage deposit is required at the time of booking, either as a cheque that will be returned or a credit card reservation.

INITIAL: _____

4. Set Up, Tear Down, and Cleaning: a. SJKC will provide the premises to the Renter on an "as is" basis unless otherwise specified in this agreement. The Renter agrees to leave the premise in a neat and clean condition: chairs and tables cleared away, garbage and recycling collected and taken off-site, all spills mopped. Renter is given until 12 noon the day following a rental to complete clean up or as otherwise allowed in the period of access.

b. Failure to complete any of these tasks will result in a \$100 charge.

INITIAL: _____

5. Promotion and Marketing:

a. The Renter agrees to post no advertising without review and consent of the SJKC. SJKC and logos may not be used. All materials will clearly identify the sponsor/presenter of the event.

b. All promotional materials must be approved by the Building Manager before distribution.

INITIAL: _____ 6. Equipment and Amenities:

a. The Renter agrees that the theatre lighting and sound systems will be operated only by persons authorized to do so by the SJKC. Qualified operators must contact the SJKC Technical Director for an introduction to the equipment.

b. All SJKC properties and wardrobe which are stored in St Joseph's Church or Rectory are solely for the use of the SJKC ; access to these may be granted but permission must be obtained from the Building Manager.

c. The SJKC will provide ladders for use. Chairs are not to be used for ladders.

INITIAL: _____

7. Cancellation: a. A deposit of 50% must be paid upon signing this agreement to secure the dates; the balance is in the form of a post dated cheque due in full on the last day of this agreement.

b. The deposit will be refunded if a cancellation is made 60 or more days prior to the scheduled day of the event. One half of the deposit will be refunded if the cancellation occurs 30 or more days prior to the event. No refund will be given if the cancellation notice is received less than 30 days prior to the scheduled day of the event.

INITIAL: _____

8. The Renter holds harmless the SJKC, its Officers, Directors, and Volunteers from accidents and injuries sustained by any person while on the premises during the period of access. SJKC assumes no responsibility for lost or stolen property belonging to any person while on the premises during period of access.

INITIAL: _____

9. It is mandatory that all events held at Kingsbridge Centre have appropriate liability insurance. Liability insurance is required to protect both the renter and St Joseph's Kingsbridge Community. Liability waiver certificates are not sufficient and will not be accepted. Proof of liability coverage must presented by renter before dates can be secured.

Liability policy holder's name: _____

Insurance Company Name : _____

Policy Number: _____

Insurance Period (DD/MM/YY to DD/MM/YY) : _____

RENTAL FEES

The rental fee is based on the use of the following. Please indicate whether each item is Included or Excluded. Included

Included /Excluded

Rental Rate Total

Nave/day 300 Basement Hall/day 150 Basement Kitchen/day 50 Small Meeting Rooms each/day 50
Sound system Theatre lighting Table and chairs Access prior to event Parking crew 50 Other Total Rental
fee Deposit Paid Balance due Damage Deposit (\$300)

