



## RENTAL AGREEMENT 2024/25

<b>The Gathering Place</b>	Capacity:	Between 95 & 200, depending on set up
	Half Day	\$60
	Full Day	\$100
<b>Kitchen</b>	Health Board Certified	
	Half Day	\$25
	Full Day and recurring rental of the kitchen, pricing is negotiable	
<b>The Sanctuary</b>	Capacity:	180 seated / 200 with overflow seating
	Rental Fee	Negotiable based on event
<b>Included in rental fees:</b>	Wifi, Use of projector / screen (bring your own device to plug into)	
	Incidental use of kitchen	
	For Sanctuary – A/V technician provided by St. Pauls	

All fees payable prior to your event. Cheques made payable to St. Pauls United Church, Warkworth.  
 WE RESERVE THE RIGHT, DEPENDING ON THE EVENT, TO REQUIRE A DEPOSIT FEE BE PAID IN ADVANCE OF YOUR EVENT.

Booking and Signing Authority / Contact Name:

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Venue:  **Gathering Place**  Half Day \$60  Full Day \$100  
 **Kitchen**  Half Day \$25  Full Day – Negotiable  
 **Sanctuary**  Negotiable based on event

Catering:  Yes  No  UCW  Renter  Caterer

Caterer name: \_\_\_\_\_

Alcohol served:  Yes  No

Cleaning:  I agree to clean the premises  I prefer to pay the \$50 Cleaning Fee

- The 'renter' will obtain LCBO Special Occasion Permit & Smart Servers

I agree to pay \$ \_\_\_\_\_ to St. Pauls United Church, Warkworth, for rental as stated above.  
 By initialing the rules and expectations stated in the terms of rental agreement, I indicate that I have read, understand and agree to these terms

Date: \_\_\_\_\_ Authorized Signature \_\_\_\_\_

# ST. PAULS UNITED CHURCH RENTAL CONDITIONS AND REGULATIONS 2024/25

## METHOD OF PAYMENT

Cheque payable to: **St. Pauls United Church, Warkworth**     E-Transfer to: **stpaulswarkworth@gmail.com**

## CANCELLATION POLICY

- Depending on the potential loss of bookings to replace your cancellation, you may be assessed up to 100% of the original rental fee

## SAFETY PRECAUTIONS

- Danger of slipping and extra custodial expense bans any use of confetti, rice, birdseed
- Candles lit by open flame are prohibited

## SET UP AND TAKE DOWN

- It is the responsibility of the user to leave the hall as it was found
- There is no extra cost for the use of tables, tablecloths, chairs
- Ensure that tables and chairs do not make contact with the walls while being used
- No push pins/nails will be used for decorating – use only low tack tape
- Fold washed tables and place in storage area on cart
- Stack cleaned chairs 10 high and place in storage area
- Use Shop Vac to clean floor, including foyer. Wipe up any spills
- Bathrooms: Wipe any excess water from sinks, empty garbage, ensure all taps turned off
- Return thermostats to 72°F in Winter or 75°F in Summer
- Turn out all lights / fans
- Ensure that all doors are securely locked

## KITCHEN

It is the responsibility of the user to leave the kitchen as it was found

- Wash all dishware / utensils and return to proper placement
- Renters will provide their own Coffee, Tea, Sugar, Creamer, etc.
- Wash counters / Clean sink
- Sweep and mop floors
- All food items removed from refrigerators
- All garbage/recycling taken away

## NOTE

- Booking an event with St. Paul's is acknowledgement of the responsibility of the group or individual to provide their own Liability Insurance protection.
- Any group or family using the facilities of St. Pauls shall indemnify and save harmless the Church from any claims whatsoever by or in respect of any person or person's property. Those people attending functions organized by groups that are not affiliated with St. Paul's are not covered by the church's liability insurance.
- We reserve the right to deny any person or group access to our Church facilities.

I understand and agree to the above terms ( Date )

( Signature )

St. Pauls Contact for rental / building issues:

Kate Rapos 705-653-7272

Greg Torrance 705-924-3108



St. Pauls United Church Warkworth

Box 88, 60 Main Street, Warkworth, Ontario K0K 3K0

stpaulswarkworth@gmail.com • stpaulswarkworth.ca • 705-924-2840