

WOODLAWN UNITED CHURCH FACILITY LICENCE (RENTAL) APPLICATION

LIABILITY INSURANCE NAMING WOODLAWN UNITED CHURCH AS "AN ADDITIONAL INSURED" IS REQUIRED FOR YOUR EVENT IN THE AMOUNT OF \$2M COVERAGE. PLEASE CONTACT YOUR INSURANCE PROVIDER TO OBTAIN THIS RIDER, AND FORWARD WITH THIS CONTRACT.

CONTACT INFORMATION			
DATE			
APPLICANT'S NAME		GROUP NAME	
ADDRESS			
TELEPHONE		EMAIL	
EVENT DATE		EVENT TIME	# PARTICIPANTS
REPEAT EVENT <input type="checkbox"/> YES <input type="checkbox"/> NO	DAY(S) OF WEEK	WEEKLY TIME (START-END)	
NATURE OF ACTIVITY/EVENT			
SPACE REQUESTED			
<input type="checkbox"/> BRICK HALL & KITCHENETTE	<input type="checkbox"/> KITCHEN (WITH PERMISSION) See separate contract	<input type="checkbox"/> HERITAGE CENTRE-LONG HALL	<input type="checkbox"/> HERITAGE CENTRE - SANCTUARY
<input type="checkbox"/> ROOM A	<input type="checkbox"/> ROOM B	<input type="checkbox"/> ROOM C	<input type="checkbox"/> ROOM D
<input type="checkbox"/> SANCTUARY	<input type="checkbox"/> PARKING LOT	<input type="checkbox"/> TEA CART	<input type="checkbox"/> OTHER
OTHER CONTACTS/COORDINATORS			
OTHER CONTACTS			
NAME	ADDRESS	TELEPHONE	EMAIL
1.			
2.			
INCLUSIONS REQUIRED			
<input type="checkbox"/> TABLES	<input type="checkbox"/> CHAIRS	<input type="checkbox"/> TABLE CLOTHS	<input type="checkbox"/> OTHER
<input type="checkbox"/> WILL THERE BE FOOD/BEVERAGE, AND IF SO, PROVIDED BY :			
SET UP AND TEAR DOWN OF TABLES, CHAIRS AND OTHER EQUIPMENT IS THE RESPONSIBILITY OF THE TENANT. WE WILL PROVIDE THIS SERVICE FOR A FEE STARTING AT \$35. RENTERS WHO DO NOT RETURN ROOM TO ORIGINAL STATE WILL BE CHARGED THIS FEE.			
<input type="checkbox"/> WE AGREE TO PROVIDING OUR OWN SET UP AND TEAR DOWN		INITIALS:	
AUDIO VISUAL REQUIREMENTS (IF APPLICABLE)			
(All AV or technical equipment to be utilized by authorized Tech Team members only. No exceptions.)			
TECH SUPPORT VOLUNTEER/OPERATOR REQUIRED YES <input type="checkbox"/> NO <input type="checkbox"/>		VOLUNTEER AVAILABLE YES <input type="checkbox"/> NO <input type="checkbox"/> Name:	
# OF HOURS REQUIRED: _____AM / PM TO _____ AM / PM		ORGANIZER TO PROVIDE THEIR OWN TECH SUPPORT?	
A/V SERVICES TO INCLUDE: SOUND <input type="checkbox"/> POWERPOINT <input type="checkbox"/> VIDEO RECORDING <input type="checkbox"/> VIDEO PRESENTATION <input type="checkbox"/> SCREEN SET UP <input type="checkbox"/> REHEARSALS <input type="checkbox"/>			
Please review and initial the following:			
<ol style="list-style-type: none"> 1. Our Tech Support team members are volunteers, and do not get paid for their time. Fees paid for Audio/Visual provisions support the ongoing maintenance and cost of equipment/replacement. These fees will be outlined in this agreement, and are in addition to rental fees and included in the total amount due. _____ 2. While every effort will be made to support the audio or audio/visual requirements of the event organization, our members are volunteers and we cannot guarantee that problems will not occur. Woodlawn United is not responsible for any issues this may cause the event. _____ 3. In the event that a Tech Team volunteer is not available to provide A/V services, the event organizer may provide their own sound equipment. _____. A description of organizer's a/v equipment to be attached to signed contract. 			

SCHEDULES

I HAVE REVIEWED, SIGNED, AND/OR RECEIVED COPY OF THE FOLLOWING POLICIES FROM WOODLAWN UNITED CHURCH (AS APPLICABLE) AND HAVE PROVIDED LIQUOR LICENSE TO WUC	<input type="checkbox"/> SCHEDULE A - CONDITIONS OF RENTAL
<input type="checkbox"/> SCHEDULE B - FIRE REGULATIONS	<input type="checkbox"/> SCHEDULE C - ALCOHOL POLICY (IF APPLICABLE)
<input type="checkbox"/> SCHEDULE D - LIABILITY INSURANCE REQUIREMENT (IF APPLICABLE)	<input type="checkbox"/> COPY OF LIQUOR LICENSE HAS BEEN GIVEN TO WOODLAWN UNITED

PAYMENT

SUMMARY OF COSTS:

Facility Fee	
Opening Closing Fee	
Set Up and Tear Down (if applicable)	
A/V Fee	
Other - Specify:	
Minus Deposit	
TOTAL DUE:	

Payment for event must be received by Woodlawn United Church ten (10) days prior to the event. Cheques made payable to Woodlawn United Church and in memo line, state name of event. Payment to be dropped at the office or if paying by e-transfer please email to accountant@woodlawnunited.ca and note where indicated the name and date of the event. If this is a weekly or monthly repeat rental, post dated cheques must be provided annually.

FOR ONE TIME RENTALS: NON REFUNDABLE DEPOSIT OF \$50 TO BE PROVIDED UPON CONFIRMATION OF BOOKING. DEPOSIT PAID ON:

BALANCE OWING: \$ _____ PAID ON _____.

FOR REPEAT TENANTS: POST DATED CHEQUES WERE PROVIDED TO WOODLAWN UNITED CHURCH ON _____

THIS AGREEMENT SHALL BECOME EFFECTIVE FROM DATE OF SIGNATURE AND SHALL REMAIN IN EFFECT FOR THE PERIOD AS CONTRACTED ABOVE. ENTERED INTO THIS ____ DAY OF _____, 20 ____.

Applicant Signature		Church Signature	
Date		Date	

RENTAL FEE PAID IN FULL: YES NO

KEY DESCRIPTION _____ FOB # _____

ON _____, 20 ____

KEY POSSESSION SIGNATURE _____

APPLICATION TAKEN BY: _____ DATE: _____