



St. Stephen's Church Facility
133 Home Street
Stratford, ON N5A 2A2

RENTAL AGREEMENT FOR CHURCH FACILITIES

DETAILS REGARDING THE EVENT:

Contact Name: _____ Group

Representing: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

Description of
Event: _____

Date(s) of Event: _____ from _____ until _____

_____ from _____ until _____

Number of People Attending _____ Age Group _____

RENTAL FEES:

- () Sanctuary/Nave \$20.00/hr. to max of \$100.00/day
- () A/V Equipment \$25.00
- () Parish/Community Hall \$20.00/hr to max. of \$100.00/day
- () Kitchen (snack/Beverages) \$25.00
- () Kitchen (meal prep/caterer) \$50.00

Please note these fees do not include the Priest's or Musician's fees

Supplementary agreement:

Contact person: _____ Phone: _____

Total Due: _____

1st Payment: _____ Received on: _____

Please make rental fees payable to: St. Stephen's Anglican Church. The balance is due 4weeks prior to the event.

Balance Due on: _____ Certificate of Insurance due at this time()

Received: _____

Manager Signature: _____

Renter: _____

NOTES:

Inspection (after event):

Initial(s) _____

INSURANCE/PERMITS:

- Renters must obtain SPECIAL EVENT INSURANCE of at least \$1,000,000.00. This can be obtained through our own church policy for \$50.00 or as a rider on your own personal policy with St. Stephen’s Church listed as the “additional insured” party. You must provide the church office with a copy to verify this and attach it to the rental agreement, 4 weeks before the event.
- Renters must adhere to the Alcohol and Gaming Commission of Ontario and provide all necessary certificates. These must be displayed prominently during the entire event.

TERMS AND CONDITIONS:

- NO SMOKING on church property at any time.
- If alcohol is served, a liquor licence must be obtained.
- NO FOOD OR BEVERAGES in the Sanctuary/Nave. Any damage or replacement costs will be the responsibility of the renter.
- NO TAPE OR NAILS allowed on the walls or ceiling. Push pins may be used.
- NO CONFETTI OR RICE is to be used in the building or on the property.
- Kitchen is to be left clean- all garbage and recyclables are to be contained and ready for the curbside. (we will tag and put out)
- The renter is responsible for set-up and break-down of all tables and chairs used at the function. All furniture shall be placed back in its original position unless prior arrangements have been made.

- Any personal or group property should be removed the same day at the completion of the event. Any items left shall be at your risk.
- ALL areas of the facility should be left as it was found: Kitchen, bathrooms, halls, etc.

DAMAGE ASSESSMENT:

- Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the facility was rented, will be charged to the renter.

We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto: to keep and maintain the church property in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter or use the church property and to remove any church property and to remove any property brought into the facility when the rental period is over.

Any infraction of this agreement may result in additional cost to the renter, denial of further use of the facility and/or cancellation of this contract.

Approved by the Facility Manager on behalf of St. Stephen's Church

Applicant: _____ Date: _____

Manager: _____ Date: _____

