

COLLIER STREET UNITED CHURCH RENTAL POLICY

PURPOSE

Collier Street United Church is committed to provide a safe and sacred space for the varying needs of its members, adherents and the community. We strive to ensure that our clean and spacious facilities are provided at a reasonable rate for users, as we remain centred with God, in Barrie, on YOU!

RENTAL ELIGIBILITY

- Any individual or group from within the congregation or any community group or agency, whether non-profit or for-profit, is eligible to apply for use of church facilities.
- Availability of church facilities is at the discretion of Collier Street United Church.
- In cases where a rental application may come into question, the church reserves the right to refuse access when the renter's aims and goals do not match the ethos of the United Church of Canada. The office administrator will consult with other staff members when questions arise related to the scheduling or suitability of a rental application.

RENTAL CONTRACT PROCESS

Rental contracts begin by contacting Collier Street United Church office administrator during church office hours at officeadmin@collierunited.ca or at (705) 726-1511. The office administrator will determine availability of space, conduct a tour if requested, and complete the specifics of the rental including a determination of fees being charged (see Appendix 1 – Rental Fee Schedule for details).

***Priority will be given to church functions – including but not exclusive of funerals, church lunches/concerts, weddings, choir rehearsals. We value long-term renters so they will be given special preference on dates and spaces after church events.**

The renter will be required to sign a Rental Contract (See Appendix 2 – Rental Contract for details). The application must be submitted to the Church Office with sufficient time to allow for processing and appropriate actions.

A refundable damage/cleaning deposit in the amount of \$100.00 is required at the time of booking via a cheque made out to Collier *or a credit card saved on file*. Damages over and above the value of the damage/cleaning deposit incurred to the church, equipment or contents are the express responsibility of the renter. The damage/cleaning deposit is refundable when the premises has been inspected and deemed acceptable.

Custodial coverage will be charged as part of the rental fee for events that occur beyond the normal church hours of operation or when additional custodial support is necessary due to the nature of the event as determined by Collier. When custodial coverage is charged, staff is/may be on-site for the duration of the rental/event.

RENTAL RATES

Available rental space with applicable rates is outlined in Appendix 1 – Rental Fee Schedule. There are separate rates defined as For Profit and Not For Profit based on the status of the renter. The determination of the applicable rate(s) for a rental contract is completed by the office administrator. Rental Rates will be adjusted annually effective January 1 consistent with the Cost of Living Allowance (COLA) increase implemented by the United Church of Canada.

PAYMENTS AND REFUNDS

To secure a booking, a signed contract must be accompanied by a 50% deposit; and a cheque for the remainder postdated to 30 [thirty] days prior to the date of the event. Repeat renters may pay monthly in advance.

All cancellations must be received in writing. The rental fee will be refunded, as follows, based on the date the written cancellation is received vs. the first scheduled day of the booked event:

Value of Refund	First scheduled day of the event
Full refund less a \$25 administration fee	31 or more days
50% of the rental fee	15 to 30 days
No refund	14 days or less

INSURANCE

Renters/tenants are required to sign an Acknowledgement, Waiver and Indemnity as part of the rental agreement, acknowledging that, in summary:

- Collier Street United Church does not maintain liability insurance in respect of the renter's use of the premises.
- The renter/tenant assumes all risk in respect of its use of the premises for itself and its invitees, and waives any obligation on the part of the Collier Street United Church to insure and agrees that Collier Street United Church shall have no obligation to the Tenant and its invitees in respect of their use of the premises.
- The renter/tenant agrees to take out and maintain in force its own liability insurance and its own expense to cover its activities and those of its invitees while on the premises, and indemnifies Collier Street United Church against all manner of claims, damages, loss costs and charges suffered by Collier Street United Church or its property either directly or indirectly in respect of any matter or thing arising from the renter/tenant's occupancy or use of the premises or that of the Tenant's invitees.
- It is the renter's obligation to provide to Collier Street United Church a copy of its liability insurance showing coverage for its activities while on the Collier Street United Church premises, and the Collier Street United Church shall not be prejudiced by the renter/tenant's failure to do so.

SET-UP/CLEAN-UP

Basic set-up and clean-up, stacking of chairs and tables, shutting off of lights, equipment and furniture placement and window closures is the responsibility of the renter. For an additional hourly fee, the custodial staff will set-up the room[s] rented (i.e. tables and chairs) in accordance with the instructions recorded on the Rental Contract.

Chairs and/or decorations are not permitted outside. Indoor decorations are to be approved by the office administrator; details are to be submitted with the Rental Contract. The only acceptable types of tape to be used on the premises are painter's tape or masking tape.

SANCTUARY USE

No food or drink is allowed in the Sanctuary. Fire regulations require that all Sanctuary doors must be unlocked when the Sanctuary is in use. An usher is to be posted at the sanctuary doors to direct ticket holders to the Foyer entrance, if required. Removal of wooden partitions and use of Collier risers is to be arranged at time of booking.

DAMAGE/LOSS

Renters are responsible for the supervision and actions of the individuals involved in their group's event. Collier will not be responsible for personal injury or for the loss or theft of clothing or equipment of the renter/organization or anything left in the facility before or after the event or anyone attending on the invitation of the renter/organization.

A damage/cleaning deposit in the amount of \$100.00 is required for all functions, refundable after the event, if no damage has occurred to the facility. A cheque made out to Collier *or a credit card saved on file* is required at the time of booking. Damages over and above the value of the damage deposit incurred to the church, equipment or contents are the express responsibility of the renter. In consultation with the church custodian and Property Committee, damage, repair or replacement will be undertaken in a timely and appropriate fashion and billed to the renter.

SMOKING/PETS

Smoking is not permitted on the premises nor within the church building other than the designated smoking area within the courtyard only (not at doorways), where cigarette butt receptacles are provided. All groups using the designated smoking area are asked to clean up the courtyard of any cigarette butts and/or litter with the broom and dust pan provided. Aboriginal or cultural ceremonies are exempt.

The only acceptable types of tape to be used on the premises are painter's tape or masking tape.

Pets are not allowed on the premises unless rental participants require the use of a companion animal or in special circumstances previously arranged with the office administrator.

WIRELESS INFORMATION ACCESS (WIFI)

The church is equipped with business WIFI which is provided to renters at no additional cost. As outlined below, Collier expects all users to be responsible with accessing information online. By using the WIFI System, the renter(s) and its invitees (hereafter referred to as "renter") acknowledges (1) that the WIFI System may not be uninterrupted or error-free; (2) that viruses or other harmful applications may travel through the WIFI System; (3) that Collier does not guarantee the security of the WIFI System and that unauthorized third parties may access computers or files or otherwise monitor the connection; (4) that the WIFI System is provided "as is" and on an "as available" basis, without warranties of any kind, whatsoever; (5) that Collier may change access codes, usernames, passwords or other security information necessary to access the WIFI System at any time; and (6) that the renter assumes all risk associated with their activities conducted online through the WIFI System and assumes all liability and damages incurred by themselves, Collier, or a third party that arise or result from their activities conducted online through the WIFI System, whether known or unknown at the time of use.

Acceptable Use of WIFI System

Activities conducted online through the WIFI System shall be appropriate and shall not violate any law or regulation or the rights of Collier or any third party. Collier does not actively monitor the use of the WIFI System under normal circumstances. Access to the WIFI System may be denied, blocked, suspended, or terminated by Collier at any time for any reason including but not limited to, violation of this Agreement, actions that may lead to liability for Collier, and violation of applicable laws and regulations. Collier will fully cooperate with law enforcement upon receipt of notice that use of the WIFI System is in violation of applicable law.

Examples of prohibited activities include, but are not limited to:

- Accessing, copying, storing, or transmitting offensive and/or otherwise inappropriate information including, but not limited to, information that can be considered defamatory, abusive, obscene, profane, sexually oriented, threatening, discriminatory, harassing, or that uses language or graphics which offends or tends to degrade others;
- Involvement in activity that is in violation of regulatory, federal, provincial or local law.
- Distribution of internet viruses or other destructive activities;
- Interfering with or disrupting the WIFI System or servers or networks connected to the WIFI System, or disobeying any requirements, procedures, policies or regulations of networks connected to the WIFI System;
- Any other actions that may otherwise violate policy, be unlawful or deemed inappropriate.

Indemnification

The renter shall defend, indemnify and hold Collier and its officers, leaders, employees, contractors, agents, successors and assigns harmless from and against, and shall promptly reimburse them for, any and all losses, claims, damages, settlements, costs, and liabilities of any nature whatsoever to which any of them may become subject arising out of, based upon, as a result of, or in any way connected with, the renter's use of the WIFI System.

KITCHEN USE/CATERING

The renter reserves the right to choose catering privately or through the United Church Women catering service.

United Church Women (UCW) Catering

Kitchen rental fees will not be charged if the UCW is catering the event. The UCW representative's contact information will be provided by the office administrator.

1. All arrangements for catering functions will be negotiated between the renter and the UCW representative(s).
2. The UCW reserves the right to set fees for catering, dependent on market availability of specifically requested food items.
3. The UCW reserves the right to charge additional fees as may be necessary (i.e. for linen use, etc.).
4. All fees will be paid directly to the UCW.
5. The UCW reserves the right to refuse a catering event.

Private Catering

Kitchen rental fees will be applied in the event the renter chooses a private caterer or does food preparation independently:

1. Kitchen and equipment are included in the kitchen rental fee (with the exception of linen). **Deep fat frying is not permitted in the building.**
2. Cleaning of the kitchen spaces (countertop/appliances) and the kitchen equipment used is the responsibility of the renter or private caterer. No equipment is to be removed or borrowed from Collier. Should additional clean-up be required, it will be added to the rental fee charged at the custodial hourly rate.
3. Provision of all food and food preparation supplies are the responsibility of the renter. Left-over items from the event are to be removed by the renter at the conclusion of the event.
4. For events where dishwasher operation is required, and the renter has no previous experience with this equipment, the renter is to contact the office administrator so orientation may be arranged.
5. Good stewardship in the use of the kitchen and equipment is to be exercised at all times. Should damage or losses occur, the renter will be responsible for equipment replacement.

EVENTS WITH ALCOHOL

Renters will be permitted to serve alcohol at their booked event subject to satisfying all requirements as outlined in the Alcohol Policy (see Appendix 3 – Alcohol Policy for details). An additional fee in the amount of \$100.00 will be added to the rental application to facilitate serving and consumption of alcohol on church premises.

KEYS

Collier members who fill the positions identified below will be entrusted to have access to the church when staff may not be on-site. Church keys and security access codes will be issued on a voluntary basis to individuals holding the following 3 (three) specific positions:

- Chair of Property Committee
- Official Board Secretary
- United Church Women (UCW) Leader (1 nominated by UCW)

Each individual must sign a Key Holder Declaration (see Appendix 4 – Key Holder Declaration Form for details) stating they voluntarily take on the responsibilities of being a key-holder, and will not copy or share the key, security code or access to the church with others. Each individual is responsible for the replacement cost(s) of lost keys. Failure to follow requirements could result in rescinding of the granted key/code.

The list of keyholders will be reviewed annually by the Official Board.

Appendix 1 – Rental Fee Schedule

Collier Street United Church - Rental Fee Schedule										
* Rates Effective 1-Jan-2019										
Room Number	Capacity	Stand	Seat	Tables & Chairs	Dining	For Profit		Not For Profit		
						More than 4 Hours	4 Hours or Less OR Evening	More than 4 Hours	4 Hours or Less OR Evening	
LOWER LEVEL										
L2 Classroom	10 - 25 persons max. (wo tables)		29	20	-	\$52	\$31	\$31	\$19	
L3 Classroom	10 - 25 persons max. (wo tables)		29	20	-	\$52	\$31	\$31	\$19	
L4 Classroom	10 - 25 persons max. (wo tables)		29	20	-	\$52	\$31	\$31	\$19	
L6 Kitchen	\$50 Refundable Deposit					\$127	\$76	\$76	\$46	
L7 Lower Auditorium	146 persons with chairs, 115 tables & chairs, 85 banquet style (has projection screen)		146	115	100	\$316	\$190	\$190	\$114	
L8 Classroom	10 – 20 persons max.		29	20		\$52	\$31	\$31	\$19	
L9 Classroom	10 – 20 persons max.		29	20		\$46	\$28	\$28	\$17	
MAIN LEVEL										
Church Sanctuary	550 persons max. (\$50. non ref. deposit)		550			\$633	\$380	\$380	\$228	
Fellowship Hall 45ft x 96 ft	340 persons wit chairs - 355 standing 232 banquet style -268 tables & chairs -max 170 with round tables Has projection screen	355	340	268	232	\$546	\$328	\$328	\$197	
M2 - Music Room no A/C	41 persons 20-25 classroom style		48	38	-	\$127	\$76	\$76	\$46	
M5 - Main Auditorium	130 chairs (50 - 60 dining) 103 T&C		130	85	60	\$190	\$114	\$114	\$68	
M8 - Classroom	15 persons			15	-	\$52	\$31	\$31	\$19	
M10 - Kitchen	\$50.00 refundable deposit upon kitchen being left clean					\$190	\$114	\$114	\$68	
M11 - Work Room	25 persons max.(20 classroom)			30	30	\$52	\$31	\$31	\$19	
UPPER LEVEL										
U12 - Lounge	20 persons		20	-		\$158	\$95	\$95	\$57	
U15 - Boardroom	15 persons			15		\$63	\$38	\$38	\$23	
U3 – Pastor's Lounge	Small Study Groups (6)		8	-		\$46	\$28	\$28	\$17	
Chapel	34 people max.					\$115	\$69	\$69	\$41	
SUPPORT EQUIPMENT										
Grand Piano	Music Committee/Organist to approve					\$173	\$104	\$104	\$104	
Keates Pipe Organ	Music Committee/Organist to approve					\$230	\$138	\$138	\$138	
Lighting Technician	Email Terry Tizzard					\$115	\$115	\$115	\$115	
Sound Technician	Email Terry Tizzard					\$115	\$115	\$115	\$115	
Custodian	Charge for after hours					\$29	\$29	\$29	\$29	
Audio Visials	Flip Charts (each)					\$5	\$5	\$5	\$5	
	TV/VCR (2) DVD (1) each					\$35	\$35	\$35	\$35	
	Microphones & Poduim Stand					\$17	\$17	\$17	\$17	
	Overhead Projector (2) (1) Portable screen					\$17	\$17	\$17	\$17	
	Digital Projector & screen					\$35	\$35	\$35	\$35	
OTHER										
Damage/Cleaning Deposit						\$100	\$100	\$100	\$100	
Serving of Alcohol Fee						\$100	\$100	\$100	\$100	

* Rates to be adjusted annually effective January 1 consistent with COLA increase implemented by United Church of Canada

Appendix 2 – Rental Contract

 COLLIER STREET UNITED CHURCH RENTAL CONTRACT			
Group Name/Activity		Date Submitted [YYYY/MM/DD]	
Date(s) of Function		Time of Function	
Activity Information	Recurring Activity		Starting Date: _____ Ending Date: _____
	Every: 1 st 2 nd 3 rd 4 th 5 th <input type="checkbox"/> Sun. <input type="checkbox"/> Mon. <input type="checkbox"/> Tues. <input type="checkbox"/> Wed. <input type="checkbox"/> Thurs. <input type="checkbox"/> Fri. <input type="checkbox"/> Sat.		
	Exception Dates: _____		
	Facility Requested	# of People to be Accommodated	
Time of Set-up	Time of Clean-Up		
Contact Info	Name of Person Responsible		
	Phone	Fax	Email
	Mailing Address		Postal Code
	Booked By		
Activity Requirements	# of Tables	# of Chairs	Visual Aids
			Coffee Urns
			Other
	Special Requirements/ Notes/ Diagram of Set-up		
Music Requirements	Grand Piano		Organ
	Grand Piano to be played by:		Organ to be played by:
	Playing approved by:		Playing approved by:
		Sound Technician	Lighting Tech
			Music Rep.
Please be advised your group is responsible for all SOCAN fees.			
Acknowledgement, Waiver and Indemnity	Acknowledgement, Waiver and Indemnity The tenant hereby acknowledges that the Collier Street United Church does not maintain liability insurance in respect of the Tenant's use of the premises. The Tenant hereby assumes all risk in respect of its use of the premises for itself and its invitees, and the Tenant hereby waives any obligation on the part of the Collier Street United Church to insure and agrees that the Collier Street United Church shall have no obligation to the Tenant and its invitees in respect of their use of the premises. The Tenant hereby does agree to take out and maintain in force its own liability insurance to cover its activities and those of its invitees while on the premises, and indemnifies the Collier Street United Church against all manner of claims, damages, loss costs and charges suffered by the Collier Street United Church or its property either directly or indirectly in respect of any matter or thing arising from the Tenant's occupancy or use of the premises or that of the Tenant's invitees. The Tenant's covenants for indemnity contained in this lease shall extend to all claims whether arising out of activities permitted by the Collier Street United Church or not. It is the Tenant's obligation to provide to the Collier Street United Church a copy of its liability insurance showing coverage for its activities while on the Collier Street United Church premises, and the Collier Street United Church shall not be prejudiced by the Tenants failure to do so.		
	Group Name (please print)		Person Responsible (please print)
	Signature		Date [YYYY/MM/DD] (please print)



COLLIER STREET UNITED CHURCH RENTAL CONTRACT

Group Name/Activity		Date Submitted [YYYY/MM/DD]	
Date(s) of Function		Time of Function	

Rules and Regulations for use of Collier Facilities

1. The issuance of a rental agreement is entirely at the discretion of the Collier Street United Church (herein after known as "Collier"). Collier reserves the right to cancel any rental application temporarily or permanently; Should accommodation be required for special events; or in an emergency; Upon breach of these rules and regulations; Should Collier be of the opinion that the premises are not to be or are not being used for the purpose(s) contained in the application; Should the organization fall in arrears with Collier.
2. To secure the booking, a signed contract must be provided to Collier, accompanied by a 50% deposit and a cheque for the balance post-dated to 30 (thirty) days prior to the first scheduled day of the event. Repeat renters may pay monthly in advance.
3. The rental contract is not transferable. The facilities solely named on the agreement are to be used only on the date(s) and times(s) specified and only for the purpose(s) named. The contract is not valid without a signature by the applicant. The person submitting this application to obtain a contract on behalf of an organization must be a person authorized by the organization to do so.
4. All cancellations must be received in writing: ~ 0-14 days prior to function=no refund; 15-30 days=50% refund; 31+ days=full refund minus \$25 administration fee.
5. Collier will not be responsible for personal injury or for the loss or theft of clothing or equipment of the applicant/organization or anything left in the facility before or after the event or anyone attending on the invitation of the applicant/organization.
6. A damage/cleaning deposit in the amount of \$100.00 is required for all functions. A cheque made out to Collier or a credit card saved on file is required at the time of booking. Damages over and above the value of the damage deposit incurred to the church, equipment or contents are the express responsibility of the renter. The damage/cleaning deposit is refundable when the premises has been inspected and deemed acceptable.
7. The Renter hereby agrees to indemnify and save harmless Collier from all claims and/or suits arising out of the applicant's use of the facility. This indemnity does not cover or extend to any willful or negligent acts by Collier or its agents.
8. All Renters must submit a copy of an insurance Certificate for General Liability Insurance and/or Special Occasion Host Liquor Liability Insurance in the amount of \$2,000,000.00 with Collier named as an additional insured to the office 14 [fourteen] days prior to event.
9. For all licensed functions, Collier requires the Renter to sign an Event Declaration indicating they will comply with all requirements under the *Liquor Control Act* and *Liquor Licence Act* as governed by the Alcohol and Gaming Commission of Ontario [AGCO]. A copy of the Special Occasion Permit (Liquor License) for the event must be provided a minimum of 14 [fourteen] days prior to event and the original license must be posted at the hall/facility. Alcohol is to be consumed only in the area specified on the rental application. The Renter must utilize individual(s) with Smart Serve certification for all positions related to alcohol [serve, handle or sell] and security, and must provide copies of Smart Serve Certificate(s) to Collier a minimum of 14 [fourteen] days before their event. All applicants must review and sign the *Alcohol Policy* and adhere to the guidelines within. A signed copy must be submitted a minimum of 14 [fourteen] days prior to the event. The *Alcohol Policy* does outline the conditions in which youth/minors are permitted at events where alcohol is served. An additional fee of \$100.00 is applicable to the rental fee to facilitate the serving of alcohol.
10. The Renter is responsible for the conduct and supervision of the persons admitted to the facilities and shall see that all rules and regulations contained in the contract are strictly observed and enforced. Any damages to facilities and/or furnishings arising from the use of such facilities and/or furnishings granted by this rental contract are the responsibility of the Renter.
11. The applicant shall pay, to Collier, all costs arising from the Renter's non-compliance with this agreement.
12. Smoking is not permitted on the premises nor within the church building other than the designated smoking area within the courtyard only (not at doorways), where cigarette butt receptacles are provided. All groups using the designated smoking area are asked to clean up the courtyard of any cigarette butts and/or litter with the broom and dust pan provided. Aboriginal or cultural ceremonies are exempt.
13. Pets are not allowed on the premises unless rental participants require the use of a companion animal or in special circumstances previously arranged with the office administrator.
14. Candles are not permitted.
15. Maximum attendance at any facility shall be governed by City of Barrie Fire Services' regulations and all exits must be kept free from obstruction at all times.

Renter's Initials



COLLIER STREET UNITED CHURCH RENTAL CONTRACT

Group Name/Activity		Date Submitted [YYYY/MM/DD]	
Date(s) of Function		Time of Function	
Rules and Regulations for use of Collier Facilities	<p>16. The applicant shall be responsible for the setup and take-down of chairs and tables; setup and take-down of chairs and tables may be arranged for an additional fee. Tables are to be wiped down before putting away.</p> <p>17. It is the responsibility of the applicant to see that all persons admitted to the function have vacated the premises and grounds promptly as stated on the rental contract. Facilities must be vacated at the time specified on the contract, ensuring that all decorations and supplies have been removed. Failure to vacate the premises at the specified time will result in additional charges.</p> <p>18. Storage of equipment, supplies and materials will not be permitted at the facility before or beyond the rental contract time unless prior approval has been granted.</p> <p>19. Parking is limited due to the multi-use of our facility. Parking lots are public spaces and will not be blocked off for your event. Caterer trucks, vans, contractors etc., cannot be parked overnight unless previously agreed upon in writing with the office administrator.</p> <p>20. Chairs and/or decorations are not permitted outside. Indoor decorations are to be approved by the office administrator; details are to be submitted with the rental application. The only acceptable types of tape to be used on the premises are painter's tape or masking tape.</p>		
Emergency Evacuation Procedures	<p>WHEN THE FIRE ALARM SOUNDS:</p> <ul style="list-style-type: none"> ➤ The building must be evacuated immediately, and all doors are to be closed upon exiting. Everyone must remain outside of the building until the 'all clear' is given. ➤ Group leaders are responsible for knowing the closest exit from their room and ensuring all members of their group are accounted for when evacuating the building. ➤ Fire Escape Routes are posted in all rooms OR red, lit 'EXIT' signs hanging from the hallway ceilings, provide direction. ➤ Do not use elevator. ➤ Turn off stove if in use. <p>SUGGESTIONS TO GROUPS ON EVACUATING THE SANCTUARY:</p> <p>Have a pre-designated person from your group prepared to orchestrate the evacuation (using a microphone, if in use) and with the help of your Ushers and the following guidelines:</p> <ul style="list-style-type: none"> ➤ Those in wheelchairs or with walkers will exit the building LAST with the assistance of ushers and others. ➤ Those seated in the balcony will begin to leave FIRST via the front 3 doors (out to Collier St.), while those seated in main floor west and east sections will also begin to leave. The west section will exit via the far west door (ramp to parking lot) and the east section via the far east door or through foyer and then main door. ➤ When the balcony is empty then the middle sections of the main floor will exit via the front doors to the street. ➤ Those in choir loft/chancel will go into the hallway behind the Sanctuary and leave through the side entrance to the parking lot. <p>This Emergency Evacuation Procedures Section shall be considered as part of the Rental Application and must be read, signed and returned to the Church office by the Renter's Person Responsible.</p>		
Group Name (please print)		Person Responsible (please print)	
Signature		Date [YYYY/MM/DD] (please print)	



**COLLIER STREET UNITED CHURCH
RENTAL CONTRACT**

Group Name/Activity		Date Submitted [YYYY/MM/DD]		
Date(s) of Function		Time of Function		
Office Use	INVOICE TO:			
	ROOM(S) RENTAL FEE:	\$		
	CUSTODIAL FEE:	\$		
	AUDIO/VISUAL FEE:	\$		
	GRAND PIANO FEE:	\$		
	ORGAN FEE:	\$		
	SOUND TECHNICIAN FEE:	\$		
	LIGHTING TECHNICIAN FEE:	\$		
	SET-UP FEE [PARTITIONS, TABLES, CHAIRS]:	\$		
	TOTAL COST:	\$		
	NON-REFUNDABLE DEPOSIT AMOUNT:	\$		
	To secure a booking, a signed contract must be accompanied by a 50% deposit; and a cheque for the remainder postdated to 30 [thirty] days prior to the date of the event. Repeat renters may pay monthly in advance			
	DEPOSIT RECEIVED:			
	INVOICE SENT:			
RECORDED ON EXCEL:				
BALANCE PAID:	\$			
DATE RECEIVED:				

**COLLIER STREET UNITED CHURCH
ALCOHOL POLICY**

The serving and consumption of alcoholic beverages on Collier Street United Church (herein called Collier) property is allowed under certain limitations in order to safeguard the wellbeing of church members, adherents, staff and guests. This is to assure compliance with Provincial, local laws and regulations and to minimize the risks for and limit the liability of all parties.

The Official Board makes decisions on each event that will use alcoholic beverages.

POLICY OBJECTIVES

- a) To provide clear operational procedures to manage all possible risks associated with the consumption of alcohol in accordance with the requirements under the Liquor Control Act and in compliance with the Liquor License Act.
- b) To encourage and support the responsible use of alcohol as part of a social function within Collier as well as the decision of those individuals who choose not to consume alcohol.
- c) To educate and train staff, volunteers, groups and special occasion permit holders with the knowledge and skills required to effectively manage events and enforce policy.

AREAS WHERE ALCOHOL IS PERMITTED

Alcohol is permitted in the following rooms at Collier:

- Church Hall
- M8
- M5
- M4
- M3
- M2
- U12 (Lounge)
- L11-12

EVENTS NOT ELIGIBLE FOR A SPECIAL OCCASION PERMIT (LICENSE)

All youth events and all sports events involving minors, including banquets that are designated as events not suitable for a special occasion permit.

YOUTH ADMITTANCE TO LICENSED EVENTS

- a) No person under the legal, provincial drinking age shall be permitted admission or entry to a special occasion permit event or designated facilities or areas, except in the case of family social events.
- b) In the case of a licensed function such as a family social or special community event a person under the legal, provincial drinking age may be permitted admission to enter designated areas provided they are accompanied by a parent or guardian.

SIGNAGE REQUIREMENT AND RESPONSIBILITY

Temporary signage shall be displayed prominently in and within designated special occasion permit areas associated with special event areas in Collier.

Designated Consumption Areas

No Alcohol Beyond this Point

Proof of Age

Admission and/or serving of alcohol is restricted to those of legal drinking age. Government issued photo identification is the only acceptable proof of age.

Ticket Sales for Alcohol Statement

At events where alcohol is being sold, a sign shall be posted at the alcohol ticket sales table outlining the following regulation.

Ticket Sales

No more than 4 (four) tickets per person may be purchased at a time

NOTE: No more than 2 (two) tickets per person may be redeemed at a time.

Important Note: Sales of alcohol shall be strictly monitored by Smart Serve ticket sellers and bartenders at all SOP events. Bartenders shall limit the number of redeemable drinks purchased at any one time to a maximum of 2 (two) per person.

Designated Drivers Statement

*We strongly support the
Designated Driver Program
and appreciate and thank our Designated Drivers for
their contributions
to the health and safety of their families,
friends and the community.*

NOTE: Special Event / Special Occasion Permit Holders are encouraged to offer alternative, non-alcohol beverages, either complimentary or at a reduced price, to support and recognize Designated Drivers attending their function/event.

EVENT SPONSOR/PERMIT HOLDER RESPONSIBILITIES

- a) As part of Collier Facility Rental Agreement, it is the responsibility of the Event Sponsor/Permit Holder to:
 1. Provide proof to Collier that the appropriate Special Occasion Permit has been secured fourteen (14) days prior to the event date.
 2. Provide to Collier a copy of individual Smart Serve Certificate(s) 14 (fourteen) days prior to the event date.
 3. Submit to Collier a copy of a valid Insurance Certificate for General Liability Insurance or Special Occasion Host Liquor Liability Insurance in the amount of not less than \$2,000,000.00 in addition to the mandatory facility rental insurance requirements clearly denoting Collier as “additional insured”, 14 (fourteen) days prior to the event.
- b) The Sponsor/Permit Holder shall comply with all regulatory agencies having jurisdiction over the event, including the Barrie Fire Services & Simcoe-Muskoka District Health Unit.
- c) The permit holder or identified designate must be in attendance during the full duration of the event.
- d) Alcohol may only be served by individuals who are Smart Serve trained and certified. It is recommended that servers have their valid certificates or copies on hand during the event.
- e) There shall be 1 (one) Smart Serve certified server for every 100 (one hundred) patrons in attendance.
- f) Non-alcoholic beverages and prepared foods must be available at all events.
- g) The Sponsor/Permit Holder and event workers shall not consume alcohol before or during the event. Workers may consume alcohol when their responsibilities related to the event have ended and they are no longer identified as event staff.
- h) All entrances and exits must be monitored to ensure that alcoholic beverages are not taken in or out of the licensed area.
- i) The Sponsor/Permit Holder and event workers shall ensure all patrons/guests (entrants) entering the event are of legal drinking age. The only acceptable forms of identification will be a valid Ontario Photo Card, a valid Driver’s License with photo, a valid passport or military card. (See Youth Admittance to Licensed Events for exemptions.)
- j) All bottles must be retained in the serving area and all drinks must be served in suitable plastic/paper cups.
- k) The event sponsor shall not permit participants to engage in any activity that places themselves or others at risk of harm or injury.
- l) The on-site Church staff or designate has the authority to insist on corrective measures. Failure to comply will result in suspension or cancellation of the event for non-compliance with the Collier Alcohol Policy.
- m) Marketing practices which encourage increased consumption such as oversized drinks, drinking contests and volume discounts are not permitted.
- n) Ticket sales will cease ½ (one-half) hour prior to bar closing time.

- o) The Sponsor/Permit Holder shall display certain signage as outlined in the Collier Street United Church Alcohol Policy.

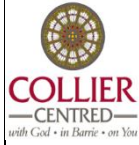
VOLUNTEER JOB DESCRIPTIONS AND RESPONSIBILITIES

The Sponsor/Permit Holder, dependent on the scope, nature and complexity of the event, shall give reasonable consideration to the following event volunteer/staffing structure requirements:

- a) **Sponsor:** Attends the event; ensures that adequate Smart Serve trained staff are available; coordinates and helps staff; asks for help from security if necessary.
- b) **Permit Holder:** Signs the alcohol permit; is the general manager of the event; assumes responsibility and liability for the operation of the event.
- c) **Bartenders:** Accept tickets for the purchase of alcohol drinks; serve drinks; monitor for intoxication; refuse service when a patron appears to be intoxicated or near intoxication; offer no-alcohol substitutes. Limit the number of redeemable drinks purchased at any one time to 2 (two) per person.
- d) **Floor Supervisors / Monitors:** Interact with participants; monitor patron behavior; monitor for intoxication; respond to problems and complaints; refuse service; remove intoxicated persons; suggest safe transportation alternatives.
- e) **Door / Entry Supervisors / Monitors:** Check identification; monitor for signs of intoxication; deny entry to intoxicated and/or troublesome individuals; monitor for patrons / guests showing signs of intoxication when leaving the event; recommend safe transportation options; arrange for coat checking.
- f) **Ticket Sellers:** Sell alcohol tickets to a maximum of 4 (four) per person per purchase; monitor for intoxication; refuse sale to patrons at or near intoxication, refund tickets on request. A sign, reflecting this statement, shall be posted by the Sponsor/Permit Holder at the ticket area / bar area.
- g) **Special Security:** Patrol the room; scan for potential trouble; notify event staff and permit holder of potential incidents; help event staff handle disturbances. Paid Duty Police Officers may be necessary at certain events. Collier Street United Church reserves the right to require Paid Duty Police Officers to be in attendance at your event at the sole expense of the Event Sponsor/Permit Holder.

CHURCH ALCOHOL POLICY INFRACTIONS

Church Staff shall review and assess non-compliance issues and take the appropriate actions which may include written warnings, suspensions or cancellation of the event and/or future events.



**COLLIER STREET UNITED CHURCH
ALCOHOL POLICY
SPECIAL OCCASION PERMIT HOLDER AGREEMENT**

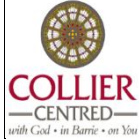
Group Name/Activity		Date Submitted	
Date(s) of Function		Time of Function	

Statement of Certification:

1. I have received and reviewed a copy of the Collier Street United Church Alcohol Policy.
2. I understand the responsibilities of the Special Occasion Permit Holder.
3. I agree to adhere to the conditions of the Collier Street United Church Alcohol Policy and the Liquor License Act of Ontario.
4. I understand that if an infraction of the Collier Street United Church Alcohol Policy occurs, Collier may warn or suspend my organization from using the facilities in the future.
5. I understand I can be held liable for injuries and damages arising from failing to adhere to the Liquor License Act of Ontario or from otherwise failing to take appropriate action that would prevent foreseeable harm from occurring.
6. I understand that the Barrie Police Service and/or Ontario Provincial Police and/or an Alcohol and Gaming Commission Inspector can lay charges for infractions of the Liquor License Act of Ontario and/or other relevant legislation.
7. I agree to satisfy the liability insurance requirements applicable, as set out in the Collier Street United Church Alcohol Policy.

Person Responsible (please print)		Telephone (please print)	
Signature		Date [YYYY/MM/DD] (please print)	
For Office Use Only			Date Received [YYYY/MM/DD]
Special Occasion Permit copy	Due 14 (fourteen) days prior to event date		
Smart Serve Certificate(s) copy	Due 14 (fourteen) days prior to event date		
Liability Insurance copy	Due 14 (fourteen) days prior to event date		
Official Board Approval	Board Chair or Secretary Name:		Date Approved [YYYY/MM/DD]
	Signature:		

Appendix 4 – Key Holder Declaration Form



**COLLIER STREET UNITED CHURCH
KEY HOLDER DECLARATION/AGREEMENT**

Individual's Name		Date Submitted [YYYY/MM/DD]	
Position (applicant to initial)	<input type="checkbox"/> Chair of Property Committee <input type="checkbox"/> Official Board Secretary <input type="checkbox"/> United Church Women (UCW) Leader	Issued For:	_____
			(calendar year)

I, _____ voluntarily accept the master key and access code and accept the following responsibilities/requirements:

1. I will ensure both the master key and access code are in my possession at all times;
2. I will under no circumstances loan the key and/or provide the access code to any other individual or group;
3. I understand I am responsible for the actions of all person(s) that I allow to access the church building;
4. When my duties are complete, I will ensure that all person(s) to whom I have provided access have departed the church building, and that the church is secure and the access code reset. The only exception is when a Collier custodial or other staff member assumes responsibility for the church and the individual(s)/group(s) who are onsite.
5. I am familiar with fire and emergency procedures.
6. I understand that failure to follow these requirements will result in the rescinding of the granted master key and access code.
7. Should the master key and/or access code granted to me be lost or compromised, I will immediately report this to the church office administrator and will be responsible for the replacement cost of the lost key(s).
8. I understand the master key and access code are provided to me only while I execute the position identified above. When I no longer actively execute this position, I will promptly return the master key to and have the access code cancelled by the church office administrator.

Signature		Date [YYYY/MM/DD] (please print)	
Witness Name (please print)		Witness Signature	

AUTHORIZATION			Date [YYYY/MM/DD]
For Official Board	Board Chair or Secretary Name:	Signature:	
Church Office Administrator	Name:	Signature:	
Key # Issued		Code Issued	Key/Code Issued Date