

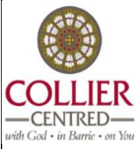
## COLLIER STREET UNITED CHURCH RENTAL CONTRACT

<b>Type of Rental</b>		<input type="checkbox"/> <b>Short-Term</b> (less than 7 days) <input type="checkbox"/> <b>Long-Term</b> (weekly recurring or extended) <input type="checkbox"/> <b>Storage</b>				
<b>Group Name/Activity</b>				<b>Date Submitted</b> [YYYY/MM/DD]		
<b>Date(s) of Function</b>				<b>Time of Function</b>		
<b>Activity Information</b>	<b>Recurring Activity</b>	Starting Date:		Ending Date:		
		Every: 1 <sup>st</sup> 2 <sup>nd</sup> 3 <sup>rd</sup> 4 <sup>th</sup> 5 <sup>th</sup> – Sun. Mon. Tues. Wed. Thurs. Fri. Sat.				
		Exception Dates:				
	<b>Facility Requested</b>			<b># of People to be Accommodated</b>		
	<b>Time of Set-up</b>			<b>Time of Clean-Up</b>		
<b>Contact Info</b>	<b>Name of Person Responsible</b>					
	<b>Phone</b>			<b>Fax</b>	<b>Email</b>	
	<b>Mailing Address</b>	Street	City		Postal Code	
	<b>Booked By</b>					
<b>Activity Requirements</b>	<b># of Tables</b>	<b># of Chairs</b>	<b>Visual Aids</b>	<b>Coffee Urns</b>	<b>Other</b>	
	<b>Special Requirements/ Notes/ Diagram of Set-up</b>					
<b>Music Requirements</b>	<b>Grand Piano</b>		<b>Organ</b>	<b>Sound Technician</b>	<b>Lighting Tech</b>	
	Grand Piano to be played by:		Organ to be played by:			
	Playing approved by:		Playing approved by:			
	<b>Please be advised your group is responsible for all SOCAN fees.</b>					
<b>Acknowledgement, Waiver and Indemnity</b>	<b>Acknowledgement, Waiver and Indemnity</b> 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 and contents 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.					
	<b>Group Name (please print)</b>			<b>Person Responsible (please print)</b>		
	<b>Signature</b>			<b>Date [YYYY/MM/DD] (please print)</b>		

**ules 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, Contents Insurance (if applicable) 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. No food or drink is allowed in the Sanctuary.
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
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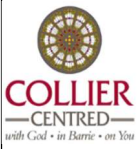
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<b>Rules and Regulations for use of Collier Facilities</b>	<p>16. The applicant shall be responsible for the setup and take-down of chairs and tables; setup and take-down of chairs and tables may be arranged for an additional fee. Tables are to be 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. Long-Term Storage – Items approved for storage must not pose a potential hazard of any kind: i.e. no propane tanks, tires, compressed gas, hazardous containers of any sort, no food or storage of any item(s) that could attract pest(s), etc. Storage area(s) must be kept clean; if clean-up is required, applicant will be charged for additional custodial fees. All Storage Renters must submit a copy of an Insurance Certificate for Contents Insurance prior to storing any items onsite.</p> <p>20. 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>21. 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>
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<b>Emergency Evacuation Procedures</b>	<p><b>WHEN THE FIRE ALARM SOUNDS:</b></p> <ul style="list-style-type: none"> <li>➤ 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.</li> <li>➤ 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.</li> <li>➤ Fire Escape Routes are posted in all rooms OR red, lit ‘EXIT’ signs hanging from the hallway ceilings, provide direction.</li> <li>➤ Do not use elevator.</li> <li>➤ Turn off stove if in use.</li> </ul> <p><b>SUGGESTIONS TO GROUPS ON EVACUATING THE SANCTUARY:</b></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"> <li>➤ Those in wheelchairs or with walkers will exit the building LAST with the assistance of ushers and others.</li> <li>➤ 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.</li> <li>➤ When the balcony is empty then the middle sections of the main floor will exit via the front doors to the street.</li> <li>➤ Those in choir loft/chancel will go into the hallway behind the Sanctuary and leave through the side entrance to the parking lot.</li> </ul> <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>
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<b>Group Name</b> (please print)		<b>Person Responsible</b> (please print)	
<b>Signature</b>		<b>Date [YYYY/MM/DD]</b> (please print)	



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<b>Office Use</b>	<b>INVOICE TO:</b>	
	<b>ROOM(S) RENTAL FEE:</b>	\$
	<b>CUSTODIAL FEE:</b>	\$
	<b>AUDIO/VISUAL FEE:</b>	\$
	<b>GRAND PIANO FEE:</b>	\$
	<b>ORGAN FEE:</b>	\$
	<b>A/V TECHNICIAN FEE:</b>	\$
	<b>SET-UP FEE [PARTITIONS, TABLES, CHAIRS]:</b>	\$
	<b>ALCOHOL ADMINISTRATION FEE [IF APPLICABLE]</b>	\$100.00
	<b>COVID SURCHARGE [IF APPLICABLE – 15% OF TOTAL RENTAL FEE]</b>	
	<b>TOTAL COST:</b>	\$
	<b>REFUNDABLE DAMAGE/CLEANING DEPOSIT [VIA CHEQUE OR CREDIT CARD ON FILE]</b>	\$100.00
	<b>NON-REFUNDABLE DEPOSIT AMOUNT:</b>	\$
	<p>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</p>	
	<b>DEPOSIT RECEIVED:</b>	
<b>INVOICE SENT:</b>		
<b>RECORDED ON EXCEL:</b>		
<b>BALANCE PAID:</b>	\$	
<b>DATE RECEIVED:</b>		