

**Fairview United Church  
Facility Booking Agreement**

Date \_\_\_\_\_

Name	_____
Address of Applicant	_____ _____
Phone	_____
Fax	_____
Email	_____

Requested Facility	Hall	Parlour	Kitchen	Hall & Kitchen	Parlour & Kitchen	Choir Room	Sanctuary
Date	_____						
Time In	_____	Time Out	_____				
Booking hours must include all time needed for decorating, main event, and clean up							

Booking Charge	_____	Security Deposit	_____
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Type of Event	Meeting <input type="checkbox"/>	Seminar <input type="checkbox"/>	Party <input type="checkbox"/>	Wedding <input type="checkbox"/>	Fundraiser <input type="checkbox"/>
	Other _____				
Will Food Be Served?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Number of Security Guards	_____	
Will There Be Entertainment?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Certificate of Insurance Provided?	Yes	No n/a
Note: Smoking and Alcohol are not permitted in or on the premises including parking areas. Games of chance are not permitted to be played in or on the premises					
In the event that food is being served, or if there is live entertainment, the Applicant is responsible for ensuring that all required licences, permits, and authorizations are obtained.					

**PLEASE READ THE TERMS AND CONDITIONS ON THE BACK OF THIS FORM**

I hereby request the use of the named facility, at the date and time shown. My signature certifies that I have read and understand the terms and conditions as stated on the reverse side of this application form and agree to abide by these conditions. I understand that failure to comply may, in addition to any other remedy, result in the cancellation of this agreement and/or future requests for the use of the facility being denied.

Application Approved \_\_\_\_\_ Name: \_\_\_\_\_ (Applicant)

Date: \_\_\_\_\_ Per: Finance and Property Team \_\_\_\_\_

Fairview United Church Facility Booking  
Agreement Terms and Conditions

- 1) The Applicant warrants that the information provided on this form is true and complete.
- 2) In consideration of the Booking Charge set forth in the Application, Fairview United Church grants to the Applicant the use of the Facility for the Event on the dates and at the times set forth.
- 3) The Applicant further covenants and agrees to use the Facility for the purpose of the permitted Event and for no other purpose whatsoever.
- 4) The Applicant acknowledges and agrees that it is the Applicant's responsibility to ensure the safety and security of all persons and equipment that is, in any way, engaged or involved in the Event.
- 5) In the event that security guards are required for the Facility during the Event, the Applicant shall be responsible for all costs associated with the provision of security services for the Event.
- 6) The Applicant covenants and agrees to comply with all federal, provincial and municipal laws, rules, regulations, bylaws and any other requirements governing the Applicant's conducting of the Event and with respect to the Applicant's use of the Facility. The Applicant hereby saves Fairview United Church harmless from and indemnifies Fairview United Church against any and all damages, charges, actions, costs, and from any liability for same arising from the applicant's failure to do so.
- 7) The Applicant covenants and agrees to indemnify and save harmless Fairview United Church its officers, employees, servants and agents from and against any and all claims, actions, suits and demands of any kinds whatsoever resulting from or in any way arising out of or connected with the Applicant's occupation or use of the Facility.
- 8) Without limiting the generality of clause 7, the Applicant agrees to be responsible for any personal injury, property damage, loss or theft arising out of the Event and Applicant's use of the Facility.
- 9) The Applicant waives any and all claims against Fairview United Church for compensation and for any and all losses or damages arising out of any action taken by any public authority, or by reason of any strike, labour dispute, accident, failure of equipment or utility service and such interferences with the operation of the Facility shall not relieve the applicant from any of its obligations under this agreement.
- 10) The Applicant covenants and agrees to reimburse Fairview United Church for any damage caused to the said Facility or any of the Fairview United Church's equipment therein located.
- 11) The Applicant covenants and agrees to obtain and maintain comprehensive general liability insurance with respect to the Booking and use of the Facility for the Event. Fairview United Church shall be named as an additional insured and the Applicant shall provide a certificate evidencing such insurance at the request of Fairview United Church.
- 12) The Applicant further covenants and agrees to conduct the Event in a manner satisfactory to Fairview United Church and to comply with all lawful instruction of the said Church and all rules and regulations respecting the use and occupation of the Facility.
- 13) In the event that food is being served, or if there is live entertainment, the Applicant is responsible for ensuring that all required licences, permits, and authorizations are obtained.
- 14) This Agreement may not be assigned by the Applicant and the Applicant may not sub-let the Facility in whole or in part without the prior written consent of Fairview United Church, which Consent may be arbitrarily withheld.
- 15) Persons or Groups using the kitchen should provide their own dishtowels. If UCW supplies are used, they are to be returned within 24 hours in a clean condition.
- 16) The "Kitchen Usage Form", available in the kitchen, must be completed after the Event.
- 17) All garbage is to be removed, in plastic bags provided. Green garbage bags are to be placed in the proper bin provided and cardboard boxes are to be flattened and placed in the proper bin provided. Both bins are at the back of the parking lot. Blue recyclable bags are to be taken away, by the Applicant, for disposal off site.

Applicant's Initials \_\_\_\_\_

## Rules for Booking

Persons or groups outside the Church family will have to be approved by the Finance & Property Team.

Members and Adherents of Fairview United Church, except for Weddings and Funerals, which are covered by a separate church policy, will only be required to pay an honorarium for the use of the facilities. This is to help defray the costs of utilities and janitorial supplies.

When Facilities are used by members and adherents, they are expected to sweep and clean up the areas used, especially the washrooms.

Areas which may be booked:

Hall	\$200.00
Parlour	\$25.00
Kitchen	\$50.00
Hall & Kitchen	\$250.00
Parlour & Kitchen	\$75.00
Choir Room	\$25.00
Sanctuary	\$200.00

Other items if required:

Sanctuary Sound System	\$25.00
Hall Sound System	\$25.00
Kitchen Stove	\$30.00
Dish Washer	\$25.00

Final determination of fee charged will be decided and approved by the Finance & Property Team as some consideration will be given for the type of organization requesting the facility.

Arrangements will be made to let the Applicant in the building and to secure it afterwards.