

St. John's United Church, 50 Bridge Street W ,  
Campbellford, Ontario K0L1L0 705-653-2283  
office@stjohnscampbellford.ca



EVENT: \_\_\_\_\_

CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ PROV: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ EXT: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDITIONAL INFORMATION \_\_\_\_\_

**ROOM(s) REQUESTED**

( Check all that Apply )

AUDITORIUM \$ \_\_\_\_\_

LARGE KITCHEN \$ \_\_\_\_\_

SM KITCHEN \$ \_\_\_\_\_

SUNDAY SCHOOL \$ \_\_\_\_\_

BOARDROOM \$ \_\_\_\_\_

OTHER \$ \_\_\_\_\_

ADDITIONAL SERVICES/FEES: \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

**ONE TIME RENTAL:**

DATE: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_  
(including setup) (including clean up)

ONGOING RENTAL:(monthly/weekly)

DATES: \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_  
(including setup) (including clean up)

**CHURCH RENTAL AGREEMENT:  
As of May 1, 2022 TERMS AND CONDITIONS**

We confirm that we will communicate to the attendees of our event that they are expected to follow all rules and guidelines intended to reduce the transmission of covid 19 that may be in place at the time of the rental, and we will take responsibility for enforcing any infraction of these guidelines that we may observe with the attendees at our event.

Our group agrees to leave the facilities and equipment tidy and clean, and in the same condition as found. if tables and chairs are used (and a staff member was not hired to do setup and take down), we will return them to their proper location. we have been shown where the garbage, recycling, and brooms are located. we understand that we may be charged for any excessive cleaning costs if the facilities are not left in the same condition as found.

We understand that our group will be charged for any damage caused to the facilities during our rental time. we also understand that our group will be charged for any missing or damaged items or equipment.

We understand that if our group is found using any rooms that have not been booked, we will be charged for additional room rentals. please keep participants to rental areas. • do not roam the church. children must be supervised at all times.

We understand that we may not arrive earlier then the time mentioned on the agreement unless special arrangements have been made. we understand that we will be charged for any set-up and take-down time our group may need and that this time must be booked on our contract

We understand that the use of the kitchen is strictly prohibited unless included in rental agreement.

Our group agrees that no alcohol will be on site, including in the parking lot and surrounding property.

We have been shown how to lock up and turn out the lights and turn down the thermostat where applicable.

We agree that there will be no smoking in the building. we will restrict smoking to the parking lot and use the can provided for butts.

The contact person named herein is at least 18 years old and agrees to be responsible for the group.

St. john's united church, its employees and its officers will not be held responsible for personal injury, damage to personal items, or for the loss or theft of any items belonging to the applicant or persons attending the event.

We understand, that in the event of a necessary church function (e.g. funeral), we may be bumped out of our room. as much notice as possible will be given.

Cancellation policy: we understand that we are required to give at least 72 hours notice for the cancellation of a one time rental. failure to notify the church office will result in the loss of our rental fee.

Insurance: all rental groups are required to purchase their own group liability insurance. a copy of your policy must be submitted along with this completed agreement

I acknowledge that I have read and understand this agreement and will follow the terms and conditions as written.

Renter: \_\_\_\_\_ Church Representative \_\_\_\_\_

DATE: \_\_\_\_\_

**AMOUNT PAID:  
DATE:**