

Niagara United Mennonite Church Facility Rental Request

Name of Group/ Individual: _____ Contact Person: _____

Phone # _____ Email : _____

Have you used our facilities in the past? _____ When? _____

A	FACILITIES	GROUP SIZE	COST	TOTAL
	Conferences, Group Meetings, Concert (Sanctuary)	1- 300	\$300.00	
	Small Recitals (Sanctuary)	1 - 50	\$50.00	
	Conferences, Group Meetings (Auditorium)	1- 100	\$50.00	
	Conferences, Group Meetings, Recitals (Auditorium)	101-222	\$150.00	
	Use of Kitchen -for serving only not a commercial kitchen		\$50.00	
	Name of Caterer: _____ (if applicable) Contact #: _____ Or email			
	Meetings, Presentations, Private gatherings (2 nd floor Lounge)	1 - 25	\$50.00	
	Meetings, Presentations, Private gatherings (Meeting Room, Choir Room or Youth Room)	1- 25	\$25.00/each	
			Total- A:	\$

B	PERSONNEL REQUIRED (Please submit individual payments to the office)	COST	TOTAL
	Sound System Operator in Sanctuary (only trained NUMC operator allowed)	\$75.00	
	Sound system in Auditorium (only trained NUMC operator allowed)	\$75.00	
	On-site supervisor (NUMC Representative)	\$15/hr.	
C	Custodian (additional work if required) Minimum 3 hours @ \$20/hr.	\$60.00	\$60.00
D	OTHER:		

Total Facilities Fee Paid to NUMC- A	Total Personnel Fee Paid Directly to Individuals- B	Custodian Fees - C	Other Fees-D	TOTAL A + B + C+ D

Form of Payment: cash cheque e-transfer: treasurer@redbrickchurch.ca

Date Payment Received: _____ **Additional Cheques for Personnel Received** _____

Request Received by: _____ **Date:** _____

Our Church facilities belong to the Lord and his people, and all activities within the Church shall be consistent with our mission statement. Ministries and church related functions within the congregation shall receive priority. Therefore, practices, set-up for events, etc. must be planned around ongoing ministry events at Niagara United Mennonite Church. The church office will work with you to ensure there are no conflicts with other activities.

Niagara United Mennonite Church

R.R. #2, 1775 NIAGARA STONE ROAD, NIAGARA-ON-THE-LAKE, ONTARIO L0S 1J0
PHONE: (905) 468-3313 | E-mail: office @redbrickchurch.ca | Web: www.redbrickchurch.ca

Please read and initial beside each section

Terms and Conditions: _____

- Request forms are to be completed by the applicant & submitted to the office for approval. Payment is due 30 days prior to the event. Cheques are made payable to Niagara United Mennonite Church, unless otherwise specified.
- Cancellation Policy- within 30 days of booking payment returned after 30 days less cost incurred
- All requests from those outside the congregation are to be approved by Church Council Executive and church office. Confirmation of date and requirements will be given in a timely fashion.
- Certificates of insurance is required for all non-ministry sponsored functions.

<https://www.palcanada.com/index.php/en-us/policies/event-hosts/special-events-liability>

- No smoking or alcohol consumption (with the exception of communion) is permitted on church property.
- The reservation is for the date only mentioned on the contract. Any decorating or setup prior to the date of the event must be approved by the church office. If the facility is required for a funeral, memorial service or other ministry event, the facility will not be available prior to the date for decorating.
- Fees include the use of facilities only. Cheques, as payment for additional services, are to be made out to the specific person(s) providing the service(s) and given to the Office Administrator.
- Appropriate supervision by persons authorized by the church if required, to be present during the time of the function.
- Please ensure that children are supervised at all time. Children are not allowed to play in the sanctuary. If children make use of the nursery, it must be returned to the original condition
- Any access to the church outside of regular business hours or regular ministry schedule must be arranged in advance with the church office.
- Any special requests need to be confirmed 30 days prior to date of event.
- Items broken or damaged are to be reported immediately, and the replacement cost paid. Any and all damage incurred shall be reported prior to leaving the facility. Contact the church office at 905-468-3313 and leave a message.
- The church's tablecloths are not available. If these are required, the applicant must provide his/her own.

Rice/Bird Seed/ Confetti: _____

- No foreign substance be it rice, bird seed, confetti or other items is to be used on our premises.
- The use of small wedding size bubbles is acceptable outside of the church building and facilities.

Set-up and Take Down: _____

- Set-up and take down of chairs and tables, etc. is the responsibility of our church custodians. Our "furniture" has special ways of being handled and it is our desire that the custodians perform this task. No exceptions.

Kitchen Facilities/Catering: _____

- It is the responsibility of those who have booked the use of the kitchen to be in touch with a member of our serving committee to arrange a meeting, where the kitchen usage expectations will be reviewed and training on appliances will be offered where necessary. Contact information is available through the church office.
- A caterer must leave the kitchen facilities as he/she found them — with counters and stove wiped clean, all elements turned off, and all garbage taken away.
- Instructions for the dishwasher are clearly posted. Please follow them carefully. Remember to empty and clean the dishwasher drain and turn off the power before leaving.
- All food must be removed from the kitchen on the same day as the event unless specific prior arrangements have been made with the Church office.

Sound System: _____

- The AV systems in the Sanctuary and auditorium require an operator provided only by the church. Any use of the sound system shall be by prior arrangement with the office and AV team and arranged at least 30 days in advance.
- Video Recording of the event to be done by a third party hired by the renter at their own expense using their own equipment.

Members of Niagara United Mennonite Church are encouraged to use the facilities for their functions, provided that the facilities are available. See the other side of this service rental contract which includes the fee for this service.

The applicant hereby agrees to the terms and conditions of this application.

The total amount payable should be settled with the Office Administrator at least 30 days prior to the reservation.

Applicant signature _____ Date: _____