



St Paul's United Church

10206 100 Ave., Grande Prairie AB T8V 0V6

Phone: 780-532-2415 Email: secretary@stpaulsuc.ca

Facility Use Booking Request Form

Date of Application : _____

Renter Contact Information

Name & Organization _____

Address _____

Contact Person Phone _____ Email _____

Event Information

Name / Type of Event _____

Event Date(s) _____

Event Time(s) _____ Bldg Access required From: _____ To: _____

No. in Attendance (estimate) _____

Event Requirements (Check all applicable)

ROOM(S) Requirements

<input type="checkbox"/>	Main Floor - Sanctuary	<input type="checkbox"/>	Main Floor - Nursery	<input type="checkbox"/>	Basement - Large
<input type="checkbox"/>	Main Floor - Friendship Room	<input type="checkbox"/>	Main Floor - Library	<input type="checkbox"/>	Basement - Small
<input type="checkbox"/>	Main Floor - Choir Room	<input type="checkbox"/>	Basement - Kitchen	<input type="checkbox"/>	Basement - Storage Rm
<input type="checkbox"/>	Building - Upstairs & Downstairs				

Additional Comments: _____

FURNISHING(S) Requirements

<input type="checkbox"/>	Pew wreath or bow hangers		<input type="checkbox"/>	Chairs (Friendship Rm)	No.	_____	
<input type="checkbox"/>	Round Tables (seat 8)	No.	_____	<input type="checkbox"/>	Chairs Bsmt - Orange	No.	_____
<input type="checkbox"/>	Rectangular Tables (seat 10)	No.	_____	<input type="checkbox"/>	Chairs Bsmt - Black	No.	_____
<input type="checkbox"/>	Photo Copier (10 cents / copy)						

Additional Comments: _____

Event Requirements cont'd (Check all applicable)

AUDIO / VIDEO Requirements

<input type="checkbox"/>	Piano	<input type="checkbox"/>	Microphones	No.	_____
<input type="checkbox"/>	Organ	<input type="checkbox"/>	Music stands	No.	_____
<input type="checkbox"/>	Digital Projector	<input type="checkbox"/>	Extension Cords	No.	_____
<input type="checkbox"/>	Wi-fi Access	<input type="checkbox"/>	Sound Test/Rehearsal	Date _____	Time _____

Additional Comments: _____

Key Required

Detail (type, date, time) _____

Person Responsible for the Key: - Name / Address / Phone

INSURANCE Requirements * IMPORTANT*

User groups of St. Paul's United Church are not covered by the Church's liability insurance. Booking an event with the Church is acknowledgement of the responsibility of the group or individual to provide their own liability protection in the amount of \$2 million dollars prior to your event.

Proof of Liability Insurance Coverage Provided Date: _____

Facility Use Rental Cost - Quoted by St Pauls United Church _____

Facility Use Request Approved: _____ Date: _____

Signator for St Pauls

Deposit _____ Balance _____ to be paid on Date: _____

NSF and/or returned cheques are subject to a \$35.00 administration fee.

Facility Use Request Confirmed _____ Date: _____

Signator for User Group

We hope we can help make your event a success and we thank you for your interest and cooperation.

PLEASE NOTE that your signed, confirmed booking agreement to the Rental Terms and Conditions on Page 3

Facility Use Rental Terms and Conditions

General

We expect all users to respect our equipment and facilities and treat them as if they were their own.

The consumption of alcoholic beverages without the required "Special Occasions Permit" and Smart Service are not permitted inside the facility.

Smoking must be outside and should be 5 metres away from a doorway, window or intake, in accordance with provincial tobacco laws.

The Renter for the group will ensure that all fees are paid.

No equipment or materials may be removed from the Church without written permission.

All perishables, plus cooking and other equipment that have been brought to the Church are to be removed immediately following the event.

Food waste must be removed from the building and placed in the dumpster.

Noise

Renter acknowledges that the premises may be in use by other groups and therefore agrees to control the noise level at the Event such that it not disturb neighbouring occupants.

Condition

After the completion of the Event, the Renter shall leave the Space in the same or similar condition as received from the Owner

Equipment and the facilities shall be returned to the condition they were in prior to the Event including stacking of chairs and tables.

Damages

Renter shall report any breakage, spillage or safety issue to the Office Manager as soon as possible.

Owner reserves the right to assess any damage and claim it from the Renter.

Revocation

Owner shall have the right to revoke the Agreement at any time prior to the Event Date, provided it gives Renter prior written notice of revocation. In the event that Owner revokes the Agreement prior to the Event for reasons other than nonpayment of fees or breach of this Agreement by Renter, Owner shall refund the full amount paid by Renter in connection with this Agreement, including the entire Deposit. But no additional claims will be considered.

Cancellation

Renter may cancel the Event by providing Owner with notice thirty (30) days or more before the Event Date. In such an event, Owner shall refund the full amount of the Rental Fee. If the Event is cancelled by the Renter less than thirty (30) days prior to the Event Date, Owner shall have the right to retain the full Deposit.

Assignment

Neither Party may assign or transfer their respective rights or obligations under this Agreement without prior written consent from the other Party.