



BURNS LAKE HERITAGE CHURCH SPACE RENTAL FORM

This contract is for the rental and usage of the Heritage Church (The Facility) by a contractor or individual for the purpose of various events.

Renter Information:

Name: _____

Business Name (if applicable): _____

Address: _____

Phone #: _____

Email: _____

Purpose of Rental:

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Number of People expected to participate: _____

Event Date: _____

Event setup time: _____ Event start time: _____

Event End time: _____ Cleanup completed time: _____

Equipment/Facilities Needed:

Kitchen required? (circle one) Yes / No

Piano required? Yes / No

Church Pews (4 on site, 9 additional available for a fee) _____ Chairs Required _____

Tables Required _____ Projector & Screen _____ OWL Meeting Camera _____

Heritage Church Rental Fee (+GST)	
Regular Rate	\$40.00/hr
Day-Rate (8 hours or more)	\$320.00
Non-profit community groups discount	50% discount
Damage Deposit	\$500.00
Key Deposit	\$25.00
Insurance Fee	Dependant on type of booking

For completion by Village Staff (please Initial)

Rental Payment: _____ Date Completed: _____



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Heritage Church Rental Agreement

By signing below, the Renter agrees to pay in full rental fees, and to abide by the following conditions:

1. Facility Use

- a. By order of the Fire Commissioner, the maximum occupancy of the Heritage Church is limited to **no more than 75 people** at any one time.
- b. Renter assumes full responsibility for any loss, theft, damage to the Facility or equipment used during the rental period. This agreement must be signed by the Renter prior to facility use.
- c. The Renter agrees that the Village of Burns Lake is not responsible for any items belonging to the Renter that are left in the facility before, during, after, or in connection with the event for which the Facility is rented.
- d. All Facility equipment must remain within the Facility.
- e. Renter is responsible for returning the Facility to an orderly state, according to the Tidying Checklist (attached).
- f. The heritage Church is a non-smoking & no open flame facility. Renter must ensure this policy is strictly adhered to.
- g. Interior decorations must not damage the walls (chip paint), or other fixtures. All decorations, including signage posted, must be removed following the rental.
- h. Users must carry appropriate insurance for their event. This may be purchased through the VBL; ask about rates.
- i. Renters are responsible for the behaviour of their guests. Renters must abide by all Village of Burns Lake by-laws, including noise bylaws.
- j. No illegal or immoral activities are allowed to be conducted in the room.
- k. The Renter is responsible for all guests complying with these rules and regulations; The liability for any personal injury and/or property damage resulting from improper or unauthorized use of the rental space is the responsibility of the Renter.
- l. The Village of Burns Lake reserves the right to suspend the use of privileges to any user that violates these rules and regulations.
- m. Use of the Heritage Church must end by 10:00pm. For exceptions, permission must be granted from the Village of Burns Lake.

2. Bookings

- a. Renters may arrive a maximum of 30 minutes prior to your booking time to bring in food and set-up for the event. Renters must empty the Facility within 30 minutes after your booked time ends.
 - i. Use of Facility outside of the specified times may lead to the forfeiture of all or part of the damage deposit.
 - ii. Renters wishing to enter the facility earlier than their booking time, or to re-enter the Facility the day after for cleaning (other than the 30 minutes specified above) must book additional hours for their rental.
- b. Bookings will be accepted up to one (1) year in advance.
- c. Bookings will be accepted on a first come, first served basis. The booking deposit confirms the booking.
 - i. The Village is not responsible for the loss of a booking space if the booking is not confirmed by the Renter with the damage deposit.



3. Fees

- a. Bookings require \$50.00 rental deposit to secure the facility rental; this counts towards the rental fees but is non-refundable if the booking is cancelled with less than 48 hours notice.
- b. Total rental fees must be paid in full at least 1 week prior to the facility usage.
- c. We also require a \$25.00 key deposit for facility keys. Facility keys will not be signed to users out until all fees are paid. This deposit will be returned when key is returned to the Lakeside Multiplex.
- d. A \$500.00 damage deposit is required for all bookings. This will be returned after the event after satisfactory condition check by facility staff.
- e. We have a 48-hour notice of cancellation policy: notice of cancellation with less than 48 hours' notice (from the start of the booking) will forfeit the \$50 rental deposit.

Renter Signature: _____ Date: _____



Heritage Church Tidying Instructions/Checklist

Chairs

- Chairs must be neatly stacked (no more than 8 high) and placed on the chair dolly.

Tables

- All tables used must be wiped down before being put away.
- All tables must be folded up and put away.

Hall

- Please consider spot mopping/wiping up spilled drinks, but do not wash the floors.
- All garbage must be bagged, leaving floors clear of debris. Put all garbage bags in cans provided outside of the facility.
- All decorations including posters must be completely removed without damage to walls, ceilings, or other finishes.
- Ensure all lights are off – check the kitchen, closets, bathrooms, and the stage.

Kitchen

- The kitchen must be left in a reasonable state.
- One full load of dishes and cutlery must be loaded in the dishwasher. The remainder of the dishes may be rinsed and stacked on the counter. Start the first load in the dishwasher with detergent. Facility staff will put the remainder through the wash.
- Coffee pots and appliances should be rinsed/wiped down and returned to their original location.
- Remove all your items from the fridge and freezer.

Personal Items

- All personal items must be removed from the Facility at the time your rental ends. Do not leave items to pick up the following day unless you have rented additional time.

Projector, Screen & Owl

- The overhead projector and OWL camera must be properly turned off and stored in the case.
- The projector screen must be properly folded and put in the case.

Security of Building

- Before vacating the premises, please ensure ALL windows are closed, taps turned off, and all lights are turned off.
- Ensure all exterior doors are locked.
- Return keys to the Lakeside Multiplex.

Damage

- Any damage to the Heritage Church or grounds discovered or caused during the rental period must be reported to the staff at the Lakeside Multiplex at 250-692-3817.