

3902 Heritage Drive
Taber, Alberta
T1G 1A2
403 223-1399



TABER CHRISTIAN REFORMED CHURCH FACILITY RENTAL FORM

Applicant Information

Name of Person / Group Booking Event:

Name of Contact (if different than above):

Phone:

Email:

Function Information

Date Required: Month / Day / Year Sun Mon Tue Wed Thr Fri Sat

Times Required: **(Please include set-up and clean-up in these hours)**

From: AM AM
 PM PM Event Start Time:

Rehearsal time required? No Yes – If So, Date and Time:

Type of Function:

Rental Requirements and Fees

Wedding (\$500), Funeral (\$300) **Both rental costs include \$100 fee for Janitorial staff**

This is for a Non-Member Daily Facility Rental Fee which will include the use of the Sanctuary, Fellowship Hall and Kitchen. There can only be a qualified church member operating on Sound and/or Projection. ***Renter is responsible for creating and providing own powerpoint slides, or will be charged \$50 per hour for church staff to create- if time allows***

Cheques to be made payable to: 'Taber Christian Reformed Church'

Please note: Suggested persons are under no obligation to commit or make themselves available for your function

Fellowship Hall/Kitchen*3hr rental* non-member(\$100)

Gym *2hr one-time rental* non-member(\$50)

*continuous sports program largely attended by non-members(\$20 per practice)

Member rentals are by donation

Sound System / Projector* – \$50 per service

Pianist** – \$50 per service

*No untrained persons may use the sound or projector equipment. If renter requires the use of the sound system and/or projector, a church representative will direct you to a qualified person. Arrangements and payment are to be made directly with that person.

**If renter requires the services of a pianist, a church representative can direct you to a capable person. Arrangements and payment are to be made directly to that person.

** Non-members may only book 2 weeks in advance for gym, classroom or fellowship hall.

Rental Policies and Rules

1. The individual signing the Rental Agreement is responsible for reading and signing this contract prior to the event.
2. You are required to meet with the Church Administrative Assistant during working hours to sign-out a rental key ***with a deposit*** to the church. The following working day from the event this key must be returned ***and deposit will be reimbursed***.
3. Rental of the church facilities in no way implies endorsement by the Church of the renting group or organization, or of the activities conducted by the rental group.
4. This Church is a smoke-free building.
5. The consumption of alcohol is prohibited.
6. No food or drinks allowed in the sanctuary ***or foyer***
7. Confetti, rice or sparkles is not to be used within the church facility or on the Church property.
8. The use of candles is prohibited.
9. All renters will conduct their functions to permit the closing of the facility by ***11:00 pm- unless permission is granted***
10. Any damage to equipment or facilities; other than from normal use, shall be the full responsibility of those renting the facility.
11. Renter shall protect, save and keep the Church harmless and indemnified against any and all liability, cost, damages or expenses arising out of any accident or other occurrence on the premises.
12. Cancellation: A full refund will be given provided cancellation notice is received at least 24 hours prior to the scheduled event.
13. You may decorate tastefully, in consultation with the Church Staff or Church Council.
14. Set up of tables and chairs are the renter's responsibility. All items that have been used or moved must be returned to their proper location and left in an orderly condition.
15. It is expected that if used, the kitchen will be left in the condition that it was found. All dishes used shall be washed and stored back in their proper place. All countertops, sinks and appliances shall be wiped clean. The kitchen floor shall be swept and the refrigerators emptied. **All garbage should be brought to dumpster and contained properly.**
16. Only rooms listed and reserved on the first page with the exception of the washrooms may be used.
17. Fees are to be paid in full prior to the event.
18. Occupancy – The event attendance shall at no times exceed the posted allowable occupancy of the building.
19. It is the responsibility of the renter to **ensure all entrances and exits to the building** are secure and locked up after the event, all lights and appliances used should be turned off.
20. **Any damage should be brought to immediate attention to Church staff, and inspected by a member of the building committee with a bill forwarded to cover costs if necessary.**

Contacts

Church Rental Contact Person:

Ellicia Little, Administrative Assistant

Phone: 403 223-1399

Email: tabercrc@hotmail.com

Qualified Sound / Projector Operators: (Confirm the use of both sound and/or Projector equipment)	Qualified Pianist
<input type="radio"/> Ph:	<input type="radio"/> Ph:
<input type="radio"/> Ph:	<input type="radio"/> Ph:
<input type="radio"/> Ph:	<input type="radio"/> Ph:

Please note: Suggested persons are under no obligation to commit or make themselves available for your function

Supervision:

- Renter will be held responsible for the admission, action and behaviour of all participants by:
- enforcing all policies and procedures stated in the Church rental agreement
 - supervise all entrances and exits to prevent unauthorized persons from entering the building
 - limit activities and persons to the area rented

Acceptance

I (we) verify that I (we) have read and agree to all the contact rules and fees for use of the Taber CRC Facility

Print Name:	Signature:	Date:
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