

- Fellowship Hall/Kitchen*3hr rental* member(\$50) non-member(\$100)
- Gym *2hr one-time rental* member(free) non-member(\$50)*can only book 2 weeks in advance*

Sound System / Projector* – \$50 per hour

Pianist** – \$50 per hour

*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.

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 **11:00pm- 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.
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. 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.
19. **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:

Phone: 403-223-1399

Email: tabercrc@hotmail.com

Qualified Sound / Projector Operators: (Confirm the use of both sound and/or Projector equipment)	Qualified Pianist
○ Ph:	○ Ph:
○ Ph:	○ Ph:

○ Ph:	○ Ph:
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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

****If the Taber CRC Church facility is required on the day you have booked for a funeral (of a member of the Taber CRC), you will be given as much notice as possible and be required to reschedule your booking. We thank you for your understanding on this matter.****

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: