



# Grace Community Christian Reformed Church

905-648-2323 | office@ancastercrc.org | www.ancastercrc.org | 70 Garner Rd. E

## Rental Application

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

Nature of Function: \_\_\_\_\_ Number of Guests: \_\_\_\_\_

Date of Function: (Day) \_\_\_\_\_ (Date) \_\_\_\_\_

Time Required: \_\_\_\_\_ TO \_\_\_\_\_ Rehearsal Required? **Y / N** (Date & Time) \_\_\_\_\_

Church Affiliation (optional): \_\_\_\_\_

### Facilities Required

Sanctuary                       Multipurpose Room                       Patio

Kitchen                               Cafe                                       Foyer/ Lounge

Board Room                       Meeting Rooms – Room #(s): \_\_\_\_\_

### Equipment Required

Round Tables (#): \_\_\_\_\_                       Long Tables (#): \_\_\_\_\_                       Chairs (#): \_\_\_\_\_

Coffee Equipment (Percolator, carafes, water/ punch dispensers)

Sound System                       Overhead Projection/ Livestream

### Fees

\$200 Security Deposit (*\$200 refundable after the event should the contract be adhered to & no damages to the property be found*)

\$ \_\_\_\_\_ Rental Fees

\$ \_\_\_\_\_ Sound System/ Overhead Fees

\$ \_\_\_\_\_ TOTAL paid via Cash, Cheque (payable to Ancaster CRC), or E-Transfer (giving.acrc@gmail.com)

***Payment of rental fees will confirm your reservation.***  
***Your signature below indicates that you have read and will abide by the Rental Policy & Regulations as attached.***

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Grace Community CRC –** Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**For building access and meeting arrangement purposes, all renters are expected to contact the Church Office at least 3 weeks before rental date.**

## **Rental Policy and Regulations**

1. All persons or groups making use of the facilities of Grace CRC shall be charged according to a fee schedule determined by Ministry Council. If the purpose of the rental is for Church supported ministry work, written application for a rate reduction may be made to Ministry Council.
2. All Church related activities override use of the facilities by outside groups. The Church reserves the right to pre-empt any function for unforeseen Church activities that cannot be rescheduled. In such an event, the Church will make every effort to accommodate the activity to the best of its ability.
3. In the event that a rental application is received for the use of the Church facilities from a non-member, including for a wedding, the applicant is hereby informed that:
  - We reserve the right to limit our rentals to events that are in accordance with the beliefs of our congregation.
  - For the reservation to be confirmed, consistory approval is required.
  - Those wishing to use the Church facilities as part of their wedding plan (whether members or practicing Christians at large) will be referred to the pastor to discuss and determine the necessary prerequisites.
4. In the event of a pandemic or other emergency, government regulations, whether federal, provincial, or municipal, will be followed strictly adhered to by the Church. This may result in cancellation of the rental or significant amendments to its terms and conditions.
5. Smoking, vaping, and the use of Cannabis on Church property is prohibited.
6. The consumption of alcohol is restricted to weddings, anniversaries and like events, where a maximum of two (2) glasses of wine, may be served to any one attendee. No other alcoholic beverages may be served. It is the responsibility of the applicant to obtain and display the necessary LLBO permits and documentation. The applicant agrees that no wine will be served if an LLBO permit has not been obtained and displayed.
7. Persons or groups using the Church's facilities will refrain from the use of confetti or anything resembling confetti (such as sparkles, glitter, bubbles etc.)
8. Persons or groups using the Church's facilities assume full responsibility for the proper supervision of any activities they conduct on the premises and are solely responsible for any claims for personal injury and for damages to the facilities or equipment arising as a result of their improper supervision or for any other reason.
9. To ensure that the Church will be indemnified and held harmless for any claim made against it, the Church will require the applicant to provide the Church with a certificate of insurance indicating an insured liability amount of a minimum of \$2 million and naming the Church as an additional insured for the event or function to be held by the applicant on the premises of the Church on the date of the rental.
10. All arrangements for the use of the Church facilities must be made in writing with the Church secretary at least two (2) weeks in advance of the function. All rentals automatically include the Foyer/ Lounge area (and related fee) in their rental fees.
11. A security deposit of Two Hundred Dollars (\$200.00) is required and must be made with the rental application. The applicant is expected to leave the facility in their original condition. Any breach of contract, and/ or unusual costs of clean-up or repair of damage will result in a deduction from the security deposit, the amount of which will be determined by the Office Administrator. If this contract is adhered to and the facilities are left in original condition, the deposit will be refunded to the applicant.
12. Renters are not permitted in the Sound Booth area of the sanctuary, for any reason. If you wish to use the sound system and overhead equipment, please coordinate with the office.
13. All payments for the use of the facilities must be made at the time of the application. All cancellations of events must be received by the Church secretary at least two (2) weeks prior to the engagement date in order to obtain a full refund. Events cancelled less than fourteen (14) days prior to the event date will be subject to a Twenty Dollar (\$20.00) administration fee. The balance of the rental fee will be refunded.
14. The Church's Ministry Council reserves the right, through its representatives, to close any function for improper conduct or failure to comply with any of these Regulations.
15. The Church Office Administrator is the official representative of the Church for all rental arrangements. The Church custodian will assist in set-up/clean-up. The custodian is not expected to be available for the duration of the function, other than for opening and closing of facilities according to the needs of the applicant.
16. Any rental of the Church's facilities is identified as an event. An event is up to six (6) hours and includes set-up time. Anything in excess of 6 hours is two (2) events. All rentals expire at **10:30 PM** on weekdays and **5:00 PM** on Saturdays, (building must be vacated by that time).
17. Facilities of the Church will not be rented on Sundays, except by special permission of the Council of the Church. An exception to this rule is family coffee socials, special events after the worship service (i.e., baptism, profession of faith, etc.). In this case there will also be no rental fee provided the applicants wash and put away any kitchen items used.
18. Rental use of the facilities of the Church by associations or organizations in no way implies endorsement by the Church of either the association or organization or of the events conducted in the rented facilities. Announcements or promotional materials may not create the impression of sponsorship or official link to the event or function held in the Church's facilities.

***The Rental Policy and Regulations must be read in conjunction with this fee structure and complied with.***

## Rental Fee Schedule

Security Deposit	\$200
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Sanctuary (weddings, concerts, religious functions)	\$100
Kitchen*	\$250
Café (includes use of Coffee Equipment)	\$75
Meeting Rooms:	
- One room	\$50
- Two rooms	\$100
- Three rooms	\$150
- Board room	\$150
- Multipurpose room (includes Patio)**	\$200
- Foyer/ Lounge	\$100
Sound System & Overhead Projection/ Livestream***	\$315 - \$405
Wedding Package	\$875
Includes: Sanctuary (ceremony and rehearsal) with sound system, multipurpose room for up to 72, kitchen access	
<i>If the facility is rented on an ongoing basis (i.e. weekly), then an appropriate discount may be negotiated.</i>	

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- \* In the event that the Hostess Committee of the Church serves at the function, at a pre-determined rate, the kitchen fee will be waived. Hostess Committee fees are based on the type of function and the number of people attending.
- \*\* Multipurpose room (seats 100 persons – chairs only / 72 persons – tables & chairs)
- \*\*\* Renters are asked to contact the Church Office with all details of sound system/ overhead necessities **one month** prior to event date. If this is not possible, please contact the Church Office **immediately** following approval of the Rental Application. **The fee for use of both the Sound System and the Overhead Projection together is \$405, however, the cost to use only one service is \$315.**