



Grace Community (Ancaster) 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: _____ Charity # (if applicable): _____

Nature of Function: _____ Number of Guests: _____

Date(s) of Function: _____ Hours Required: from _____ to _____

Church Affiliation (optional): _____

Facilities Required

____ Sanctuary ____ Multipurpose Room (Comes with Foyer/Lounge) ____ Patio ____ Kitchen ____ Café
____ Board Room ____ Meeting Room – Specify #(s): ____

Equipment/Services Required

____ Round Tables (#): ____ ____ Long Tables (#): ____ ____ Chairs (#): ____
____ Café Equipment (Percolator, carafes, water/punch dispensers)
____ Sound System ____ Overhead Projector ____ Livestream & Recording
____ Food Services (please explain your needs): _____

Rental Policy and Regulations

- 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, the facilities coordinator, in consultation with the chair of council, may reduce the rate of the fee schedule.
- 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.
- In the event that a rental application is received for the use of the Church facilities from a person, including for a wedding, the applicant is hereby informed that:
 - Facilities rental is limited to approved programs and purposes that are consistent with the articles, the bylaws, and this Policy and Regulations document.
 - Those wishing to use the Church facilities for funerals, or as part of their wedding plan (whether members or practicing Christians at large) will be referred to the chair of council, or the pastor to discuss and determine the necessary prerequisites.
- In the event of a pandemic or other emergency, government regulations, whether federal, provincial, or municipal, will be strictly adhered to by the Church. This may result in cancellation of the rental or significant amendments to its terms and conditions.
- Smoking, vaping, and the use of Cannabis on Church property is prohibited.
- 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 Alcohol and Gaming Commission of Ontario permit. All wine is to be served only in accordance with the Smart Serve Ontario Program and any other applicable requirements.
- 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 that does not result from its own ministry or outreach activities, 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.ⁱ
10. Normally, arrangements for the use of the Church facilities must be made with the facilities coordinator at least three (3) weeks in advance of the function. Normally, rentals automatically include the Foyer/ Lounge area in their rental fees.
11. For one-time rentals, a security deposit of 50% of the total rental fee, with a minimum 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 its 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 facilities coordinator. 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. Renters wishing to use the sound system and overhead equipment must make a specific request to the facilities coordinator.
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 facilities coordinator 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 Fifty Dollar (\$50.00) administration fee. The balance of the rental fee and deposit 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 this Policy and Regulations.
15. The facilities coordinator is the official representative of the Church for all rental arrangements. 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 chair of Council of the Church.
18. Rental use of the facilities of the Church by corporations, associations, or organizations in no way implies endorsement by the Church of either the corporation, 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.

I/We have read the Rental Policy and Regulations and agree to comply with it in all circumstances.

Applicant(s) Signature(s): _____

ⁱ If you require General Liability Insurance, you may be able to obtain insurance coverage for your event directly through Special Event insurance providers, including the following:

PAL Insurance

<https://www.palcanada.com/index.php/en-us/event-hosts/special-events-liability>

DUUO Insurance

<https://duuo.ca/event-insurance/>

FRONT ROW Insurance

<https://www.frontrowinsurance.com/event-insurance-ontario>

DISCLAIMER: The above liability insurance providers are for information purposes only. The Church does not make any representations as to your group's eligibility, or the scope of coverage provided by those insurance providers.