



# The Unitarian Church of Vancouver

949 West 49<sup>th</sup> Avenue, Vancouver, B.C. V5Z 2T1

Tel: 604-261-7204 Fax: 604-261-7205

溫哥華尋道會

## Rental Agreement Regarding Use of Premises, Equipment & Services

between The Unitarian Church of Vancouver (“the Church”) and  
Individual, Position and Organization (“The Client”)

### The Church agrees:

1. To rent to the Client the use of premises, grounds and equipment and provide those services specified on page 2’s Fee Schedule the dates and times indicated.
2. To assist the Client in finding Church-authorized sound technicians as required.
3. To grant the Client shared use of the Church parking lot on a first-come first-served basis during the hours for which Church grounds or premises are rented.

### The Client agrees:

4. To pay a deposit to confirm the rental in an amount determined by the Church.
5. A damage deposit is required equal to 25% of the entire rental amount and will be non-refundable should damage to the equipment or premises occur during the rental period.
6. To pay at least seven (7) days in advance for the use of premises, equipment and services, including the time for setup and take down, as per the approved Fee Schedule on page 2.
7. UCV is not legally liable for damages or bodily injury of any party while occupying or renting the facilities.
8. To ensure that the premises are vacated and restored to their original condition by the date and times specified in the Fee Schedule, and in particular to ensure that the kitchen dishwasher, stove counter and sinks, when rented, are restored to their original condition. A surcharge will be applied at the rate(s) described in the Fee Schedule for any additional time incurred.
9. To remove all items brought for the event, e.g. flowers, ice, candles, tablecloths, etc. (Please note, the church does not provide any table linens.)
10. To accept the equipment in “as is” condition without any claim against the Church should any equipment malfunction occur.
11. Re Sanctuary:
  - a) To ensure the projection screen in the Sanctuary is handled only by the Caretaker, if used.
  - b) The Caretaker/church staff will be responsible for moving the piano if needed.
  - c) Not to move hymnals or other materials from the pews.
12. To generally avoid the use of open flames. (Votive candles in glass jars are acceptable, as are chalice and dripless candles as lit for a short time and tended. All such candles and flames must be carefully extinguished at the end of the rental period.)
13. Not to permit smoking in any of the premises of the Church.
14. Not to use the church’s sound equipment without the services of a sound technician authorized by the church.
15. Not to move or remove any of the art in the premises.
16. Not to attach any items to any walls, doors, windows, etc. However, in Hewett Centre decorations may be mounted on bulletin boards as long as returned to ‘as was’ condition.
17. Not to take food or drinks into the Sanctuary, Sanctuary Foyer, Vestry, or Meditation Room if any of those premises are rented under this agreement.
18. Not to use the name of the Church in promoting events in any way that suggests Church sponsorship. Church name and address may be used as a locator only.
19. To abide by all other policies, procedures and regulations of the Church.
20. If alcohol is being served at the event;  
To obtain and provide the Church with the appropriate copy of BC Liquor License, and a copy of event insurance minimum 2 weeks prior to event

**please initial \_\_\_\_\_ and date \_\_\_\_\_ indicating you have read and understood the agreement**

**ADDENDUM for LONG TERM MULTIPLE USE RENTALS, who receive discounts agree to acknowledge UCV on website and/or printed material as supporters of the organization receiving the discount, for the duration of the rental term. UCV will forward UCV logo to be used on such material.**

Invoice # \_\_\_\_\_

Agreement # \_\_\_\_\_

**Service Guidelines:** Allow a minimum of 4 hours for memorial services,  
4 hours for weddings and 3 hours for infant dedications.

Event date(s) \_\_\_\_\_

Rental start time\* \_\_\_\_\_ Rental end time \_\_\_\_\_

*\*Please allow the necessary time for your own set up for rehearsals, food, decoration, etc. during the time stated. For UCV to better coordinate scheduled events and staff time. You will not be allowed into the venue/room prior to the rental start time stated. Additional charges may be incurred if time is over the agreed upon # of hours.*

**please initial indicating your agreement** \_\_\_\_\_

**2019/2020 Fee Schedule**

Venue	time(s) requested
Sanctuary	\$100/hr
Hewett Hall(kitchen included)	\$80/hr
Kitchen	\$15.75hr
Fireside Room	\$63/hr
Lindsey-Priestley Room	\$31.50/hr
Biddle	\$31.50/hr
Family Room	\$31.50/hr
Hitschmanova	\$26.25/hr
Parking Lot	\$26.25hr

Equipment	Please ✓
Microphone	\$25
Yamaha Grand Piano	\$30
Flipchart	\$18
Projector	\$30
Screen	\$30
TV/DVD player	\$30

Staff	time(s) requested
Lay Chaplain	\$300
Caretaker	\$30/Hr
Sound Technician	\$40/hr
Pianist	\$160/ hr

An invoice for the rental amount, along with a copy of the rental agreement will be sent to the email provided.

venue set up notes( if applicable)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Organization:**

**1<sup>st</sup> Contact Person:**

**Phone:**

**E-mail:**

**Address:**

**2<sup>nd</sup> Contact Person:**

**Phone:**

**E-mail:**

**Please sign and return to the Unitarian Church of Vancouver**

**Please indicate:** nonprofit \_\_\_\_\_ church member \_\_\_\_\_ charitable or society# \_\_\_\_\_

Signed by the Client

Print Name

Date

**Cancellation Policy:** More than 90 days before an event – refund of full deposit; 31 to 90 days – refund of deposit less \$30 cancellation fee; 30 days or less – no refund of deposit; 7 days or less – the full amount of the contract is due to the church. Exceptions may be made for medical reasons only.