



**GRAND BEND PLACE**  
Centre for the Living Arts

## FACILITY RENTAL APPLICATION

**IMPORTANT:** To confirm your booking, this completed/signed application form and **post-dated cheque in the amount of \$250 (refundable damage retainer)** must be received by the Booking Coordinator a **minimum of two weeks prior to the booking date.**

### CONTACT INFORMATION

Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-Mail \_\_\_\_\_

### RENTAL INFORMATION

Purpose of rental: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

### ROOM(S) & SERVICES REQUESTED:

- Fellowship Hall
- Gathering Place/Sanctuary
- Greenway Chapel
- Served
- Kitchen
- Green Cathedral
- Community Living Room

**FACILITY RENTAL APPLICATION**

- Wi-Fi
- Audio Visual in Fellowship Hall
- Audio Visual in Gathering Place/Sanctuary
- Use of Digital Piano

**ONE TIME RENTAL** (full donation due with agreement)

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

Start time: \_\_\_\_\_ End time: \_\_\_\_\_

(Includes set up and clean up time)  
.....

**ONGOING RENTAL**

(one week donation due with agreement to hold your dates)

Start date: \_\_\_\_\_

End date: \_\_\_\_\_

Start time: \_\_\_\_\_

End time: \_\_\_\_\_

Excluded dates:

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

(Please list any dates during this time period that you will not require use of the room including stat holidays, summer break, etc. Thank you!)

## FACILITY RENTAL APPLICATION

### FACILITY RENTAL AGREEMENT: 2023-2024 TERMS AND CONDITIONS

As Huron Shores United Church is a non-profit community organization, we try to keep our rental rates reasonable. To keep our costs down we rely on our renters and church groups to follow our terms and conditions. Please initial each item below:

Facilities and equipment will be left tidy and clean, and in the same condition as found.\_\_\_\_

If tables and chairs are used, they will be returned to their proper location.\_\_\_\_

Additional costs may be charged for any extra cleaning or damages incurred if the facilities are not left in the same condition as found. \_\_\_\_

Activities will be kept to the areas specified in this rental agreement.\_\_\_\_

Use of the facilities will be limited to the time(s) specified in this agreement unless special arrangements have been made. \_\_\_\_

Third party liability insurance is required, with a copy provided to the church office at least one week prior to the rental. \_\_\_\_

Or at time of Rental

Lottery or gambling are not permitted.\_\_\_\_

Alcohol may be permitted with proof of liability and licensing.\_\_\_\_

Nothing of an inflammatory or discriminatory nature will be permitted in the church building.\_\_\_\_

In compliance with Health Unit Regulations all outside food brought into the church and served to the public must be recorded in the binder labelled for this purpose and located in the kitchen. This record must include the date, the name of the person bringing the food, and where the food came from ie.

Grocery store, home baking, farmers market etc. \_\_\_\_

Smoking in any part of the building is prohibited by law.\_\_\_\_

Huron Shores United Church, it's employees and it's officers will not be held responsible for personal injury, damage to personal items, or for the loss or theft of any items belonging to the renter or persons attending the event. \_\_\_\_

I have carefully read the rental terms and conditions and I/we agree on behalf of my group that I/we will abide by the terms and conditions of the Huron Shores United Church Rental Agreement.

Signature: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Name)

\_\_\_\_\_  
**Printed name.**

\_\_\_\_\_  
**Representative of HSUC**

# FACILITY RENTAL APPLICATION

## FACILITY CHECKLISTS

### KITCHEN

- proper hand washing is required before handling any food,
- clean out the fridge of your belongings before leaving,
- wipe down the countertops and serving carts with soap and water first. Then
- disinfect them with the prepared bleach sanitizer,
- return all used dishes, utensils, pots and pans, bowls, coffee urns, etc., to their proper place, ensuring that they have been properly cleaned before storing,
- follow the directions posted on the wall in the kitchen for the proper use of the dishwasher making sure it has been shut down properly, drained and the water supply tap has been turned off, with all washing racks replaced and the door left open for air drying.
- follow the directions for the proper use of the exhaust system. If using the stoves, the exhaust fan must be turned on,
- if using the stoves make sure they are cleaned, ensuring that the stoves and burners are all turned off,
- clean the sink drains after use if food waste has been left in them,
- unplug all electrical appliances that were used,
- sweep the floor or mop up any spills,
- take out your garbage and recycling after your event. The bins are stored outside on the north side of the building,
- if using tables and chairs make sure they are replaced to where you found them,
- if using tablecloths make sure they are laundered, folded, and replaced back into the linen cupboard,
- if using our tea towels, dish cloths, please have them laundered and returned to the church for proper storage, or bring your own,
- cleaning supplies, garbage bags, mops, pail, broom, and dustpan are all stored in the white cupboard at the end of the Fellowship Hall,
- if using our supplies make sure to replace them, or bring your own,
- do not bring in purses or hang coats/jackets, etc. into the kitchen,
- Thank you for using our kitchen like it was your own.

### FELLOWSHIP HALL

-Chairs/tables put away where you found them\_\_\_\_\_

-Floors swept/tidy\_\_\_\_\_

Garbage and Recycling Containers emptied\_\_\_\_\_

Table Cloths: Soiled cloths should be left on kitchen counter top. If used, a cleaning fee of \$25 will apply.

# FACILITY RENTAL APPLICATION

## GATHERING PLACE (SANCTUARY)

No garbage in chairs or in chair backs\_\_\_\_\_

Floor left clean\_\_\_\_\_

Shown where to find the garbage, recycling and brooms\_\_\_\_\_

Shown location of lights and restrooms\_\_\_\_\_

Shown how to unlock and lock the doors (where applicable)\_\_\_\_\_

Emergency contact information: \_\_\_\_\_

\_\_\_\_\_

## GREENWAY CHAPEL

-Chairs & Tables should be left as you found them

-Table Cloths: Soiled cloths should be left on counter in servery. If used, a cleaning fee of \$25 will apply.

-all garbage or recycle bins must be emptied

## SERVERY

-counters must be left clean and tidy

-dishes, cups, glasses & cutlery must be washed & dried and returned to cupboards

-fridge should be cleared of your items

-all garbage and recycle bins must be emptied

*"Our relationship with God and each other strengthens us, and helps make the world a better place.  
We welcome and include **everyone** into congregational life."*



Affirm/Saffirmer  
UNITED ENSEMBLE

# FACILITY RENTAL APPLICATION

## Huron Shores United Church Rental

25 Main Street, Grand Bend, Ont. N0M 1T0 (519) 238-2402

[www.huronshoresunitedchurch.com](http://www.huronshoresunitedchurch.com)

---

Event Date \_\_\_\_\_ Event Time \_\_\_\_\_ to \_\_\_\_\_

Requested By \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Non-profit community/church event YES\_\_ NO\_\_ Charitable registration # if applicable: \_\_\_\_\_

	Suggested Donation
Gathering Place/Sanctuary	\$ 150.00
Use of Kitchen Facility (appliances, dishes, etc.)	\$ 100.00
Use of Fellowship Hall Only	\$ 150.00
Cleaning Services (if applicable)	\$ 100.00 _____
<b>(cheque payable to: Huron Shores United Church)</b>	<b>Total \$ _____</b>

AV Specialist, Gathering Place/Sanctuary \$75.00 Payable to: \_\_\_\_\_  
Ministerial Fees-Please contact Minister for details.  
*Musician Fees- Please contact Music Director for details.*

- All activities and events in church facilities must be in compliance with municipal, provincial & federal law.
- Fire Regulations: All persons using church facilities must familiarize themselves with the church evacuation plans posted in the hall and exits. All exits and driveways must be kept free from obstruction in case of fire.
- Chairs and tables owned by the church will be made available as required. Renter is liable for any damages and should not move the furniture without prior consent (ie...Pulpit/Piano...). It remains the renter's responsibility to set up and remove whatever chairs and tables that are required.
- The renting party and specifically the adult supervisor shall be financially and otherwise responsible for all damage to the property of the church or the loss of any of the contents therein during the time the rental was in effect. Tables and chairs are not permitted to leave the building/property.
- The rental party shall save and hold harmless Huron Shores United Church from any liabilities and/or responsibilities arising during the occupancy of the building and its related areas, including sickness or death that occurs as a result of a pandemic.
- The Council of Huron Shores United Church reserves the right, through its representatives, to close any function for failure to observe proper conduct or for failure to comply with any of the above provisions.

I, the applicant, hereby acknowledge that I am 21 years of age or older, and have read and will honour the conditions for use as outlined in the attached document. I understand that I will be responsible for all monetary obligations as agreed upon.

\_\_\_\_\_  
Renter's signature

\_\_\_\_\_  
Representative of Huron Shores UC signature

Payment Received cheque / cash Copy to Finance: \_\_\_ Finance \_\_\_ Office Initials \_\_\_\_\_