

## **Zion Lutheran Church of North Battleford – Rental / Use Agreement**

Contact **Carolyn Monette** - ph: 306-445-2045 or email: **monec@accesscomm.ca**

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

Group / Event Name: \_\_\_\_\_

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

Address: \_\_\_\_\_ (City) \_\_\_\_\_ (Province) \_\_\_\_\_ (Postal)

Phone: \_\_\_\_\_ (Home) \_\_\_\_\_ (Cell)

E-mail: \_\_\_\_\_

### **Weddings & Funerals:**

Church services - \$200

Hall / Kitchen facilities rental - \$175

Caretaker - \$100 (mandatory)

### **Lunch:**

Zion Lutheran Women of Faith – Contact **Lois Seib** – ph: 306-445-5813 or **Audrey Reid** – ph: 306-937-3495

Not Required

### **Special Events (Anniversaries, Birthdays, Socials):**

Hall / Kitchen facilities rental - \$200 minimum charge per event (4 hours)

Damage deposit (mandatory) - \$150 (refundable) -> facility must be returned to same condition as received (garbage removed, tables / chairs returned, kitchen clean, floors swept and/or vacuumed)

See **Appendix "A"** for terms and conditions.

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

# **Zion Lutheran Church of North Battleford – Rental / Use Agreement**

## **Appendix “A” – Terms and Conditions**

### General Facility Guidelines

- Smoking is not permitted inside the church.
- Permits are required for any alcohol brought onto the premises.
- Adult supervision is required at all events.
- The caretaker will ensure the facility is clean prior to any event.

### Fees

- Rental fees are required one week prior to the use of the church.
- Deposits may be required at the time of booking.

### Damage and Deposits

- Facility / equipment damages will be deducted from the damage deposit.
- An invoice will be issued if damages exceed the amount of the deposit.
- Deposit refunds will only be released following the assessment and cleaning of the facility.

### Decorations

- No decorations or posters are to be attached to the walls or ceiling where same will cause marks or damages.
- Glitter, confetti, rice, and seeds are not allowed in or around the building.

### Kitchen Use

- The kitchen must be returned to its original condition which includes cleaning and putting away dishes, cleaning counters and appliances, and sweeping the floor.
- The garbage must be taken out and placed in the dumpster.

### Facility Access

- A staff member or designate will be on site to open and close the facility according to pre-arranged start and end times. Keys will not be issued to the user.
- Unless pre-approved, the facility will not be opened earlier than 7am or closed later than 11pm.
- All rooms and other areas of the church not specified are off limits.