**Parish of St. Peter and St. Paul**

**1379 Esquimalt Road V9A 3R4**

**250-386-6833**

**Rental Agreement**

The Parish must have Renter’s insurance on file before the rental date. Our broker, Aon Reed Stenhouse, will provide insurance at $50 per year. Alternatively, you must carry, show proof and provide a copy to the parish administrator, of your own liability insurance (minimum $2 million) as per the Anglican Diocese of BC requirements.

* Parish is not liable for any damage or loss to Renter’s property
* Renters are liable for any damage or loss to Parish property
* Parish must have a signed Diocese Sexual Misconduct Policy (form J8)
* Keys will be given in advance on payment of a $10 refundable deposit upon return.
* Hall use must be booked in advance; refunds for unused bookings will be considered at the Parish discretion.
* Rent is due by the first day of use. A 1% per month late fee will be added on any outstanding rent.
* All bookings are subject to the discretion of St Peter and St Paul.
* St Peter and St Paul reserves the right to refuse church building use to any applicant for any reason.

**Rental Rates**

 Sanctuary $30 an hour (capacity 100)

 We can offer a 10% discount on a booking of 12 consecutive hours or more which can be discussed with the parish administrator at the time of booking.

 We also offer a non-profit or subsidized rate of $20 an hour which can be discussed with the parish administrator at the time of booking.

For any additional work such as setup, room setting, technical setup of the sound system we will add a flat fee of $50.

 Microphone and sound system are available at an additional charge of $10.

**Parish of St. Peter and St. Paul**

Renter:

Description of Group:

Contact Person:

Telephone:

E-mail:

Rental Dates:

Rental Times:

Rooms being rented:

Rental Cost:

Tables/chairs/setup needed:

Other needs/ notes:

Certificate of Insurance received:

Diocese Sexual Misconduct Policy Signed:

Rent Received: Receipt given:

Key given: *Initials (sanctuary renter)* Deposit Received:

Key returned: Deposit Returned:

**Parish of St. Peter and St. Paul**

**Sanctuary Rental Agreement**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

**Parish Authorization:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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