



## EVENT & BUILDING USE GUIDELINES 2019

1. **Payment Terms:** The Rental Fee is due a minimum of 4 weeks prior to the event, unless otherwise arranged.
2. **Security Deposit:** A security deposit of \$250 is due upon signing the Rental Agreement. This will be refunded to the Renter after the event, dependent on the condition of the facility, as outlined in the Rental Agreement.
3. **Cancellations:** If the reservation is cancelled more than 7 days prior to the event, fees will be refunded minus a \$50 reservation fee. If the event is cancelled with 7 days or fewer remaining, a reservation fee of \$100 will be withheld.
4. **Insurance:** Organizational Renters must obtain General Liability Insurance of at least \$1,000,000 in which Lambrick Park Church is listed as "additional insured"; they must provide the church office with a Certificate of Insurance 7 days prior to the event. Accident and Liability Insurance is the responsibility of the Renter.
5. **Permits:** For special event rentals, alcohol may be served on church premises only if the renter has made advance arrangements, and obtained appropriate permits.
6. **Keys and Security System:** Should the rental event times require building access outside of regular office hours, additional responsibilities will be assumed by the renter. Appropriate instructions, keys and codes will be provided to the renter. (*Document: Procedures to Lock Up and Alarm*).
7. **Set Up and Tear Down:** Church areas shall be left tidy and in the same configuration as they were found. Fees assume Renter set-up and tear down.
8. **Decorations:** All decorating is the responsibility of the user unless otherwise arranged. Do not set up or attach decorations in any way that will damage the facility walls or contents. Clean-up of decorations is also responsibility of the Renter
9. **Kitchen Use:** It is the responsibility of the user/renter to ensure proper food safety, including, but not limited to, FoodSafe certification. It is the responsibility of the Renter to clean the kitchen area(s). See cleaning checklists posted in kitchen areas. No one is permitted in the kitchen without permission and kitchen must remain locked.
10. **Café Use:** Any Renter of the Café (kitchen area Room 208) may use it to serve coffee/tea/prepared foods and snacks. External rentals must supply their own provisions (coffee, tea, sugar, cream, etc). This area must be totally cleaned, dishes washed and put away. Main kitchen access is NOT included with Café use unless previously arranged.
11. **Smoking** - Absolutely no smoking is permitted on the premises.

**\* Upon signing the Rental Agreement Form, the Renter will receive this document along with the 'Procedures to Lock Up and Alarm' (if applicable).**