

Emmanuel Anglican Church Spryfield HALL RENTAL APPLICATION

ANNIVERSARY / BANQUET / PARTY / WEDDING RECEPTION

APPLICANT / GROUP / ORGANIZATION - _____

TYPE OF EVENTNumber of Guests:.....

Person responsible for the rental

Address

Phone/Email:.....

Date Required:..... Hours Req: From.....

Standard Rental Fees		Yes/No
Rental – upper hall	\$275.00	
Rental – lower hall	\$175.00	
Bar – operated by Emmanuel Men’s Club	N/C	
Cleanup	\$50.00	
Custodian	\$35.00	
Kitchen – stoves & dishwasher not to be used.	\$60.00	
Garbage removal		
Facility opening & closing fee		

Total Fees	<table border="1" style="width: 100%;"> <tr><td style="height: 20px;"> </td></tr> </table>	
Damage deposit (refundable)	<table border="1" style="width: 100%;"> <tr><td style="text-align: center;">\$100.00</td></tr> </table>	\$100.00
\$100.00		
Grand Total	<table border="1" style="width: 100%;"> <tr><td style="background-color: #e0e0e0; height: 20px;"> </td></tr> </table>	

PAYMENT IS REQUIRED 30 DAYS IN ADVANCE. THE DAMAGE DEPOSIT WILL BE REFUNDED AFTER AN INSPECTION IS COMPLETED AND APPROVED BY A REPRESENTATIVE OF EMMANUEL CHURCH.

Terms

Indemnification and Hold Harmless Clause: The person who pays the rent (the Renter) shall indemnify and hold harmless the Emmanuel Anglican Church (the Church) and any of its officers, employees, agents, contractors, and volunteers from any and all loss, liability, claims or expenses arising out of the use and/or occupation of the property belonging to the Church by the Renter and any of its officers, employees, agents, contractors, and volunteers, except to the extent that such loss arises from the independent negligence of the Church.

1. The Renter shall provide the Church with details of the activity for which the hall is required along with the approximate number of attendees. At no time will the number of guests plus workers exceed "Occupant Load Limit" permit of: upper hall – **186** people / lower hall – **112** people.
2. The Renter is responsible for any and all damages caused by the actions of those attending their event.
3. In the event of a sudden or accidental occurrence, where the building can not be used on the date of the function, Emmanuel Church is in no way liable for any costs to re-locate the function.
4. Rental fee plus damage deposit is due in full 30 days before the day of the event unless otherwise arranged.
5. Access to the hall for decorating can be arranged subject to availability of a custodian. A custodial fee is charged.
6. Emmanuel Church reserves the right to full access of the building by its designated custodial person or appointee, at any time during the renter's use of the Hall.
7. **BAR** – bar service will be provided by the Men of Emmanuel.
8. **ALCOHOL** – Use of alcoholic beverages by permission of the Church and in compliance with Provincial regulations. Contact the Men's Club representative for details and license requirements.
9. The Renter is responsible to obtain the proper license from the NS Liquor Commission and present said license to the Men's Club representative before the event.
10. **Alcoholic beverages are not to be brought into or removed from the building. Should this happen, the Police will be contacted to remove the offenders, and the event will be terminated immediately, with no refund paid to the renters.**
11. Unless otherwise arranged, this agreement is for the rooms specified and washrooms only.
12. Kitchen rental is for the serving of tea, coffee, and pre-cooked food only. At the end of the event tea and coffee urns must be emptied and cleaned, dishes must be washed and put away. Garbage bags are to be tied closed.
13. The Church Hall is a scent free and smoke free environment and all attendees must adhere to this policy.

I HEREBY AGREE TO THE ABOVE TERMS AND CONDITIONS OF THIS AGREEMENT.

Renter signature

Church agent signature

Renter print name

Church agent print name

DATE: _____

MAKE CHEQUES PAYABLE TO: **Emmanuel Anglican Church**
322 Herring Cove Road
Halifax, NS B3R 1V4
Tel: 477-1783

Rental Fee:
Date Payment Received _____ \$AMT _____

Received by: _____

Damage Deposit:
Date Deposit Received _____ \$AMT _____

Received by: _____

Date Deposit Returned _____ \$AMT _____

Cheque No.: _____