

Emmanuel Baptist Church - Morris, MB.

Church Rental Agreement

I hereby request the use of Emmanuel Baptist Church as outlined below:

Contact Person: _____ Phone #: _____

Name of Renter: _____ Phone #: _____

Address: _____ Postal Code: _____

Rental Event: _____

Date of Event: _____ / _____ / _____ Time: _____ to _____
month day year (Church opened) (Church closed)

Set up & decorating can take place the morning prior to the event during church hours (9a.m. - 5p.m.) unless conflicting with a church event or ministry.

Rehearsal (Weddings only)

Date: _____ / _____ / _____ Time: _____ to _____
month day year (Maximum 1 1/2 hours)

Rental Fees for Events (excluding funerals):

<u>Rental</u>	<u>Fees</u>	<u>Fees</u>	<u>Includes use of:</u>	<u>Caretakers Responsibilities</u>	<u>Renters Responsibilities</u>
Sanctuary	\$150	For the rental of Sanctuary, Fellowship Hall & Kitchen	- Sanctuary - any tables in sanctuary or foyer	- cleaning of North Bathrooms, baby room, and the Sanctuary, balcony, foyer, north foyer & stairs carpets and any glass in Sanctuary.	- any item moved in the Sanctuary is to be returned to its original place (if an item is damaged or stolen the renter will be responsible for replacement of item) - Piano /Organ are not to be moved - Drums may be moved upon request.
Fellowship Hall	\$100 1-100 people \$200 101-300 people	\$275 1-100 guests \$450 101-300 guests	- Fellowship Hall - Washrooms & main foyer - tables & chairs, coat racks.	- removal of tables, chairs, cleaning of floors, removal of garbage, cleaning of main foyer, hallway, bathrooms, glass	- tables cleared, chairs stacked. - any risers that are used are to be moved by the renter & returned to the appropriate storage place. - Any items moved from any other part of the church are to be returned. - Any items not belonging to the church are to be taken away immediately following the event (unless special arrangements are made with the caretakers)
Kitchen	\$50 1-100 people \$125 101-300 people		- Includes use of sinks, stoves, available fridge space, coffee perks, cutlery, dishes, cups & saucers, kitchen utensils. (Does not include the use of table cloths, tea towels & wash cloths)	- washing the kitchen floor, take out the garbage.	- The kitchen must be left clean & items put away as they were.
Sound Equipment (Sanctuary)	\$50		- Sound equipment in the Sanctuary.	- having equipment available.	- if any damage occurs to the equipment during the event, the renter is responsible for the replacement cost.
Sound Equipment (Fellowship Hall)	\$25		- Portable sound equipment in the Fellowship Hall which includes microphone & tape deck/cd Player	- setting up & taking down sound equipment	- if any damage occurs to the equipment during the event, the renter is responsible for the replacement cost.

Funeral Costs	Sanctuary	Fellowship Hall	Kitchen
(There will be no rental fees charged for a Funeral, however Caretaking fees must be paid according to the areas rented & used.. If the entire church is used, the fee will be \$150)	\$50 (Caretaker fee for Sanctuary)	\$75 (Caretaker fee for Fellowship Hall)	\$25 (Caretaker Fee for Kitchen)

Rental	Cost for Events 1-100 guests	Cost for Events 101-300 guests	For the rental of Sanctuary, Fellowship Hall & Kitchen.	Cost for Funerals
Sanctuary	\$150	\$150	1-100 Guests \$275 101-300 Guests \$450	\$50 (Caretaking Fee)
Fellowship Hall	\$100	\$200		\$75 (Caretaking Fee)
Kitchen	\$50	\$125		\$25 (Caretaking Fee)
Sound Equipment (Sanctuary)	\$50	\$50	\$50	-
Sound Equipment (Fellowship Hall)	\$25	\$25	\$25	-
TOTAL:				

Terms & Conditions:

- ◆ Applicant is responsible for any damage that occurs during the event
- ◆ The Church building is to be left as it was found, including returning any items that are moved.
- ◆ No smoking or consumption of alcohol is allowed in any part of the building.
- ◆ No confetti is to be used on the church property (inside or outside the building).
- ◆ Events must be finished by **10:00p.m.** to allow for clean up.
- ◆ Where a caterer is involved, the kitchen must be cleaned and vacated in preparation for services or activities that may occur the following day.
- ◆ The facilities exist to honor and glorify God, and activities which dishonor God will not be permitted.

The church will not be officially booked until this rental agreement & full payment is received.

I would like to rent the following areas of the church, understanding my rental responsibilities:

I understand, agree to and accept the above terms, conditions and fees. Cheque is due upon signing this agreement, to be made payable to EMMANUEL BAPTIST CHURCH.

Signature

Date