

Valleyview Presbyterian Church Rental Agreement

Please read carefully before filling out rental application at the end of this form.

1. Upon confirmation of booking provide Valleyview Presbyterian Church with three cheques

- i. 50% deposit – dated for the confirmation date
- ii. Remainder of the balance owing – dated for the rental date
- iii. \$100.00 Damage / Cleaning / Overtime Deposit – dated for rental date

- The damage / cleaning / overtime deposit cheque will be mailed back to the renters when the church administrator receives the signed copy of the custodians report.

-There is a \$25.00 fee for NSF cheques, and Valleyview reserves the right to ask for a certified cheque or money order, or to refuse rental, if that group applies to rent again.

2. Assume responsibility that all parties associated with their rental of the facilities will abide by the policies and guidelines set forth by Valleyview Presbyterian Church.

- Using only the facilities outlined on the rental agreement
- Using the facilities for the agreed upon function only
- No smoking inside the building, or on the property
- No alcohol in the building, or on the property
- No activities which might damage the facilities
- No animals or pets
- No excessive noise, must abide by city noise regulations.

3. Leave the facilities clean and tidy and in the condition they were found. Should any extra clean-up be required a rental group will be fined \$50.00. Any damage caused by a rental group will be assessed and fixed, and the damage deposit put towards the cost. The rental group will be billed for the remainder of the costs.

4. Agree to pay overtime charges if they go beyond the time specified in the rental agreement.

5. If the renter must cancel the booking the following rates shall apply.

- 2 weeks or more notice ----- full deposit refund
- 1 – 2 weeks notice ----- 75% deposit refund
- 2 days to a weeks notice ----- 50% deposit refund
- Less than 2 days notice ----- no deposit refund

6. Upon the signing of this rental agreement, the person making the application agrees that he/ she or the organization they represent will be responsible for any damage cause to the Valleyview Presbyterian Church facilities and/or equipment.

7. Upon the signing of this rental agreement, the person making the application agrees that he/she or the organization they represent will be responsible to indemnify Valleyview Presbyterian Church, its trustees, and employees, against any claim for loss, damages or injury which may be made by any person using the Valleyview Presbyterian Church facilities or equipment during the rental period outlined in this agreement.

8. Valleyview takes no responsibility for canceling a booking due to emergencies such as fire, flood, or damage to the facility which renders it unusable.

9. Valleyview reserves the right to cancel a booking 5 days in advance with full deposit refund if the facilities *must* be used for the funeral of a church member, when no other options are available.

Date: _____ Organization: _____

Name of organization representative: _____

Signature of organization representative: _____

Office use only

Approved by: _____	Date: _____
Confirmation Date: _____	Deposit Received: _____
Remainder Received: _____	Damage Deposit received: _____
Damage Deposit Returned: _____	Signed _____
Session Approval Required: _____	Reason: _____
Approved by Session: _____	Date: _____

Please email, Fax, or mail this application to the church administrator.
Important: If you choose to Fax please call our office before you fax so we know to receive your fax.

Valleyview Presbyterian Church
7566 26th Ave Calgary AB. T3H 5T4
Phone / fax – 403-249-6006
vvpc@telus.net

Rental Package Appendix

Application & Payment Process

1. Fill out, sign and date the rental application forms
2. Submit them to the church administrator
3. The administrator will approve the rental if it falls with-in the guidelines outlined at the end of the appendix, and the required dates are available. (if further approval is required the administrator will inform you.)
4. Because Valleyview's church programs are growing and our facilities are in high demand. Valleyview will only confirm a rental two months prior to the rental date. When your rental is approved the administrator will give you a confirmation date and a signed copy of the rental agreement.
 1. At the two month confirmation date three cheques are required.
 - i. 50% deposit – *dated for the confirmation date*
 - ii. Remainder of the balance owing – *dated for the rental date*
 - iii. \$100.00 Damage / Cleaning Deposit – *dated for rental date to be returned on rental date, minus any damage / cleaning / or late charges.*

The damage / cleaning / overtime deposit cheque will be mailed back to the renters when the church administrator receives the signed copy of the custodians report.

There is a \$25.00 fee for NSF cheques, and Valleyview reserves the right to ask for a certified cheque or money order, or to refuse rental, if that group applies to rent again.

Rental Fees / Packages & Options

Standard – Sanctuary, Foyer, and Kitchenette

Access to 3 tables and chairs if needed. No moving of furniture or instruments in sanctuary or foyer. Use of Kitchenette includes use of microwave, and small coffee maker, and kettle.

1 bag of garbage disposal inc. (extra garbage must be disposed of by renter)

AV Support - Sound system with 1-3 microphones.

Non-profit group -..... \$65.00 hr

Business -.....\$95.00 hr

Options

- Piano moving charge - \$50.00, plus a signed damage agreement.
- Stage Furniture Moving - \$ 75.00 fee (inc. take down and set-up)
- Additional Sound system - \$10 hour (for extra mics, wireless mics, Recording etc...)
- Additional Video support – \$10 hour (Video projector, TV, VCR DVD)
- Usage of Downstairs Kitchen - \$25 hr.
- Usage of large Coffee Urn - \$20 fee
- Usage of Church coffee mugs only - \$20 fee
- Mugs/ glasses/ Dishes / Cutlery (catering purposes) - \$60 fee

(All urns, and dishes, mugs etc...must be cleaned and put back when usage is finished)

Sanctuary only (no set-up in foyer, or food or drink)-Non-profit..... \$50 hr
Business..... \$70 hr

Foyer + Kitchenette (includes 6 tables and 36 chairs) – Non-Profit ... \$50 hr
Business..... \$70 hr

Foyer Only (no food or drink, 6 tables and 36 chairs) - Non-Profit\$30 hr
Business.....\$50 hr.

Specifications

Sanctuary – can seat up to 175 people

Church has chairs to seat 175 (only 100 cushioned tan, 75 blue / orange plastic)

Sound system – 8 mic inputs, 1 monitor channel, Stereo Mains, recording capacity.

Projector – can play DVD, VCR, Laptop hook-up on stage, remote control.

Foyer – apx. 800 sq ft (22' x 37')

Piano Moving Damage Waiver Form

I _____, have inspected the piano with the Valleyview Presbyterian custodian, _____ on the date(s) of _____, and have found the piano in the good condition.

I understand that the piano must be moved slowly and carefully and that the floor must be free from cables and debris while we move it.

I understand that when our event is finished I will return it to the place where it was moved from.

Notes on the condition of piano.

I understand that the \$50 fee to move the piano goes towards retuning the piano. I agree to pay above and beyond this for any and all damages to the piano which may occur while _____, is using it.

Rental Group Contact _____

Church Administrator / Custodian _____

Date _____



7655 26th Ave SW, Calgary AB, T3H 5T4
 phone / fax 249-6006
 vvpc@telus.net

Rental Application

Name of Rental Organization	Mailing Address
Contact Person	Phone
Best time to contact	Email
Rental Date(s) Requested	Non- Profit Business
Time(s)	Non-Profit ID
Description of Event	

Please indicate what you would like to rent and what options you need (please see appendix for details)

Facilities (choose one)	√	\$ / hr	Fee	Hours	Cost	Office Use Only
Standard						
Sanctuary Only						
Foyer Only						
Foyer + Kitchenette						
Options (select what you need)						
Piano Moving						
Stage Furniture Moving						
Additional P.A.						
Video Support						
Downstairs Kitchen						
Lrg Coffee Urn						
Mugs Only						
Dishes & Cutlery						
Total Cost						