



Contact info:
4960 48th Ave
Delta (Ladner), BC V4K 4X6
(604) 946-6254
office@ladnerunited.org

Facility Rental Contract and Information

Ladner United Church welcomes community members and groups into our spaces. We strive to provide a safe, clean and accessible meeting place. We ask that you read through this information and understand that these requirements are for the benefit of all.

Please ask any questions that occur to you and we will strive to answer them.

Note: Please use Wedding or Funeral Contract for those types of bookings. This is for other community events.

OUR SPACES

Sanctuary and Narthex - The historic sanctuary of Ladner United Church is open to the narthex and welcoming area. It can be used for events such as weddings, funerals, music recitals, plays and other events involving an audience or congregation. The chairs can also be moved so that the space can be used for art displays and other community meetings or events. Seating capacity is 220.

The Celebration Centre - This room is used for large meetings of up to 175. There are round and rectangle tables that can be used with chairs provided. Receptions, large meetings, conferences and other large events can be held here.

Kitchen - This full kitchen adjacent to the Celebration Centre has a large preparation area, industrial dishwasher and two standard range/ovens. Refrigerator space will need to be negotiated or off-site refrigeration is needed. The kitchen can be used to prepare for a meal or refreshments in one of the other booked rooms, or as a place to prepare food to take to another location. Safe food handling training and procedures are required by Fraser Health.

Knoblauch (Fireplace) Room - This small, comfortable space is used for meetings up to 15 people. It has several soft chairs and couches for intimate meetings in front of the gas fireplace. A stained-glass window and glass door to the garden patio let in natural light and add to the relaxing and contemplative atmosphere.

Multi-purpose Room - This large space with high ceilings and windows can accommodate 30 people. It is self-contained with the entrance, on Laidlaw Street, which is separate from the main entrance. It has its own bathroom facilities and kitchenette, as well as a shower room and washing machine/dryer. Tables and chairs can be provided.

OFFICE USE ONLY RENTER NAME: _____ RENTAL DATE(S): _____ APPROVED BY: _____ DATE: _____
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RENTAL INFORMATION

A. RENTAL OF CHURCH AREAS

The rental contract for a space at Ladner United will specify what areas are to be rented and whether other rooms can be used during that rental (in general, only the spaces designated can be used). Other groups may have rented other spaces and it is important that these groups are not disturbed. If other spaces are used that have not been agreed-upon, the rental contract may be terminated.

Rentals at Ladner United need to include set up and clean up times. If more time is needed, this can be negotiated through the church office, if time is available. Unless other arrangements have been made, rental users are responsible for returning the rooms back to the condition that the room was found, including, but not limited to: stacking chairs, collapsing tables, moving tables and chairs to the storage room or against the wall, and putting all garbage in containers or removing it from the property if it is not contained in the available receptacles.

Rental Details

NAME OF THE GROUP USING THE SPACE: _____

DATE(S) OF RENTAL: _____

IF THIS RENTAL WILL BE ONGOING, WHAT ARE THE DAYS/DATES? _____

TIME(S) NEEDED FOR RENTAL (INCLUDE TIME FOR SET-UP AND CLEAN-UP):

FROM: _____ **TO:** _____

CONTACT(S) INFORMATION:

NAME: _____

PHONE: _____ **EMAIL:** _____

NAME: _____

PHONE: _____ **EMAIL:** _____

WHAT IS THE PURPOSE OF THIS EVENT/PROGRAM?

WHO WILL BE INVITED TO THIS SPACE:

HOW MANY PEOPLE ARE EXPECTED TO ATTEND: _____

WHO WILL BE SETTING UP AND/OR CLEANING UP FOR THIS EVENT? IF THE NAMES AND CONTACT INFORMATION ARE DIFFERENT FROM THE NAMES ABOVE, PLEASE LIST HERE:



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RENTAL PAYMENT

The rental payment will be required in advance. A deposit is required to secure the rental. Rentals that are ongoing will be due on the 1st of each month. Payment must be made by cash or cheque only and payable to LADNER UNITED CHURCH. Fees for non-profit groups may be negotiated.

B. INSURANCE

You are required to have sufficient insurance coverage for your use of the premises and will deliver a copy of your insurance certificate before commencing the use of the rented space. If you need information about where to obtain insurance, please contact our office.

C. DAMAGE DEPOSIT

You are required to pay a damage deposit. This will be held by Ladner United Church and returned to you within 15 days of the agreement ending, provided that your group has not caused any damage during your use of the room. If there is damage in excess of this amount to the property or equipment incurred by the rental users, the rental user will be held responsible. All breakages/damages must be reported to the church office.

D. TERMS AND CONDITIONS OF RENTAL

Please read the following terms and conditions of usage:

- 1. Smoking, the consumption of alcohol, and the consumption of non-prescription drugs is prohibited on the church property.*
- 2. There is no obligation on the part of Ladner United Church to provide medical personnel or medical supplies. If any person attending a rental function has an accident, medical emergency or requires medical attention of any kind, the renter will bear full responsibility for such event and its cause and consequences. Ladner United Church will not be responsible or legally liable for any injuries, including death that may be suffered by attendees, the rental user or the rental user's representatives, arising out of the use of the premises or equipment.*
- 3. Ladner United Church will not be responsible or legally liable for any damages to or loss of property of the rental user, stored items or attendees.*
- 4. All members of the rental party must stay in the areas designated for the event. Entrance into other areas of the church is prohibited, except for the use of the washrooms. The main male and female washrooms are located down the hall from the patio doors off the narthex. There is a gender-neutral washroom located beside the main church doors. Rental users and attendees need to be reminded not to disturb other renters in other rooms when going to and from the washrooms.*
- 5. Signs are posted in each room as to how the room should be put back after use. If there is any relocation of equipment or furniture during the rental session it should all be returned to its original location at the end of the session. If tables and chairs are set up for the event by the church, they can be left in this position at the end of*



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the event. Renters need to make these arrangements in advance by calling the church office. Extra custodian fees may apply.

6. *Any use of thumbtacks, staples, tape or adhesive on walls, floors or furniture is prohibited. If a renter needs to affix something to a wall, please arrange this in advance with the church office. There are approved ways for displaying items that can be discussed. Please pay special attention to the Labyrinth in The Celebration Centre. It is for special events and should not be used except with permission.*
7. *The kitchen equipment (except for the kettle and small coffee maker) will not be used unless prior arrangements are made with the church office. An extra fee of \$50/hour will be payable if the kitchen equipment is used.*
8. *Any children using the space are to be supervised by trusted adults. Children are not permitted to be in any areas including the kitchen or washrooms alone and must be accompanied by two trusted adults. Reasonable ratios of children to adults is expected (refer to Schedule E of the Child Care Licensing Regulation of BC).*
9. *The piano and organ are finely tuned instruments and are not to be used or uncovered unless previous permission is given.*
10. ***Due to allergies in the church, no melons of any kind are allowed to be served.***
11. *Before leaving the church, if you are the last to go, please read the list of items beside the alarm panel for closing the church (e.g., turning off all lights, closing fire doors, setting the alarm).*
12. *Any use of the logo for Ladner United Church in advertising for you event must be approved in advance by the church.*
13. *If this is an ongoing (e.g., weekly or monthly) rental, there may be occasions where the church needs the rented rooms for a special event and thus the room will not be available (e.g., church camp). In this situation, ample notice will be given to the renter of the dates that will not be available and a refund or credit will be issued.*

E. RENEWAL AND/OR TERMINATION OF CONTRACT

Ongoing regular contracts are renegotiated and signed yearly. Rental increases may occur. If an ongoing contract is terminated, Ladner United Church requires 30 days notice in writing. Ladner United Church will also give an ongoing contract 30 days notice of termination.

For single use contracts, the renter can terminate this contract with 2 weeks notice in writing. Ladner United Church will also give two weeks notice of termination.



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Rental Summary

RENTAL USER: _____

Rental Dates: _____

<i>Check rooms to be rented</i>	<i>Room</i>	<i>Fee 1st Hour</i>	<i>Every Subsequent Hour</i>	<i>Day Rate</i>	<i>Damage Deposit</i>	<i>Amount</i>
<input type="checkbox"/>	The Celebration Centre	\$100/hr	\$80/hr	\$500	D - \$100	
<input type="checkbox"/>	Knoblauch/Fi replace Room	\$40/hr	\$30/hr	\$200	D - \$40	
<input type="checkbox"/>	Multipurpose Room	\$30/hr	\$20/hr	\$125	D - \$30	
<input type="checkbox"/>	Kitchen	\$50/hr	\$40/hr \$15/hr extra for staffing (as needed)	\$275 \$15/hr extra for staffing (as needed)	D - \$50	
<input type="checkbox"/>	Sanctuary & Narthex	\$100/hr	\$80/hr	\$500	D - \$100	
<input type="checkbox"/>	Custodian	\$80	As needed	As needed		
<input type="checkbox"/>	Audio-visual person	\$19/hr	As needed	As needed		
<input type="checkbox"/>	Host/Greeter	\$19/hr	As needed	As needed		
TOTAL						

ROOM RATES MAY BE DISCOUNTED

FOR-PROFIT PERSONS/ORGANIZATIONS WILL PAY 100% OF THE ROOM RATE

NON-PROFIT PERSONS/ORGANIZATIONS THAT CHARGE ADMISSION FOR THEIR EVENT WILL PAY 75% OF THE ROOM RATE

NON-PROFIT PERSONS/ORGANIZATIONS THAT DO NOT CHARGE ADMISSION FOR THEIR EVENT WILL PAY 50% OF THE ROOM RATE

SIGNATURES

LADNER UNITED CHURCH, BY ITS AUTHORIZED SIGNATORY:

RENTAL USER, BY ITS AUTHORIZED SIGNATORY:

NAME: _____

NAME: _____

SIGNATURE: _____

SIGNATURE: _____

DATE: _____

DATE: _____