

RENTAL CONTRACT

St. Michael's Multicultural Anglican Church
 409 East Broadway, Vancouver, BC, V5T 1W8
 Tel: 604.876-8191
 Email: stmichaels_in_mountpleasant@hotmail.com

Name of Contact Person: _____	Tel: _____
Name of Organization: _____	Fax: _____
Mailing Address: _____ _____ _____	
Emergency Contact _____	Tel: _____
Event: _____ _____	
Date of Event: _____	
Start Time: _____	
Finish Time: _____	
Set-up Time: _____	

<u>Space Required:</u>	<u>Financial Commitments</u>
1. Church <input type="checkbox"/>	1. Mandatory Clean Up Deposit \$50/\$100
2. Chapel <input type="checkbox"/>	2. Rental (10% payable with this contract) _____
3. Hall <input type="checkbox"/>	3. Rental Balance (due <u>before</u> the event) _____
4. Guild Room <input type="checkbox"/>	4. For Permanent Renters: 1/2 Month Deposit
5. Kitchen? <input type="checkbox"/>	INSURANCE: Liability Insurance? ___ Amount? _____ Copy of Policy? ___ Signature: _____
6. Liquor Licence? <input type="checkbox"/>	

AUTHORIZATIONS:		
_____ St. Michael's Co-ordinator	_____ St. Michael's Rental Committee	_____ Co-ordinating Renter
_____ Date	_____ Date	_____ Date

OFFICE USE ONLY

Cost for use of Space _____	Church Events Calendar? _____
Cost Authorized by Rental Committee _____	
Cleaning Deposit Received? _____	Have Cleaners Been Notified? _____
Advance Deposit Received (10%)? _____	Have Keys Been Issued? _____
Name of Custodian _____	Have Keys Been Returned? _____
Emergency # _____	Invoice sent (date) _____
	Payment rec'd (date) _____
Signature of Custodian _____	

FEE SCHEDULE & RENTAL GUIDELINES

(as approved by St. Michael's Church Committee & Vestry)

<u>Fees Schedule:</u>			
1.	Church	-	\$100 per hour
2.	Hall	-	\$50 to \$100 per hour
3.	Kitchen?	-	affects the hourly rate for the hall
4.	Guild Room	-	\$30 per hour
5.	Liquor Licence?	-	affects the hourly rate for the hall

Additional Guidelines:

6. 10% Deposit is required in Advance, at the signing of this contract.
7. The contract balance is due BEFORE the event – no fees, no keys.
8. \$50 Clean-up Deposit is required in Advance, at the signing of this contract. This Deposit is only for clean-up – damages arising will be dealt with separately.
9. The return of the Deposit is contingent on the clean up being done properly, as per the clean-up check list.
10. The hourly rate in the fee schedule above is a minimum for non-profit groups.
11. The Hall sliding scale is a function of the use of the kitchen.