

## FACILITY AND EQUIPMENT RENTAL AGREEMENT

**Tenant:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Charity#:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_ **End Date:** \_\_\_\_\_

**Port Credit Campus**  
151 Lakeshore Road West Mississauga, ON L5H 1G3

**Clarkson Campus**  
1700 Mazo Crescent, Mississauga ON L5J 1Y8

Period of use:  Yearly  Monthly  Weekly  One Time  Various (see schedule)

Purpose of Event: \_\_\_\_\_

Person in authority at the event: \_\_\_\_\_ Contact # \_\_\_\_\_

**Access Time:** \_\_\_\_\_ **Depart Time:** \_\_\_\_\_ **Event Start Time:** \_\_\_\_\_

Facility:  Hourly rate  ½ Day Rate  Full Day Rate  Per Session Rate

\_\_\_\_\_ # Organizers \_\_\_\_\_ # Participants \_\_\_\_\_ Expected Ticket Sales \_\_\_\_\_ Req'd Ratio adult:child ratio

Facility(ies) Reserved	# Hours	Rate	Sub-Total

\_\_\_\_\_ # of Tables (max 30) \_\_\_\_\_ # of chairs (max 120) does not include Sanctuary seating

*Tables/chairs available onsite are Included in rental rates*

**Special Instructions:**

Resources Needed	Rate	SubTotal	Resources Needed	Rate	SubTotal
Setup			Event Host		
Teardown			Cleaning/Custodian		

\*a host is required to open and close the building, remain onsite during the event, and operate elevator and soundboard. If determined a host is not required, the applicant will receive Emergency Training and lockbox code for key access.

**Varied Schedules and Terms for Term of Contract:**

Date(s) In use	Payment Due Date	Amount Due

Blackout Date	Makeup Date	Other Notes:

Equipment	Rate
Piano	
Organ	
Soundboard*	
Risers	
Projector	
Elevator*	

Facility Subtotal	
Equipment Subtotal	
Resource Subtotal	
<b>Total Rental Cost</b>	

Deposit Due:		Security Deposit	N/A
Balance Due:			
Payment Terms:	Cheque or etransfer to <a href="mailto:office@christfirst.ca">office@christfirst.ca</a>		
For varied monthly or weekly schedules see page 4 for payment terms			

**Additional Details**

Food & Beverages will be served or catered

Alcohol will be served

Rental Equipment needs to delivered and picked for the event – timing to be arranged with Christ First

Other:

Do you have liability insurance for your activities?

NO

YES

**You must supply a Certificate of Liability Insurance with a limit not less than \$2,000,000.00. Christ First should be added as an additional insured with regard to the operations of the named insured. Such policy shall not be cancelled without 30 days notice to Christ First.**

Will children attend without parents?  NO  YES IF yes, how many children \_\_\_\_\_

Is there a written policy for your organization detailing safety requirements for the supervision of children?  NO  YES

If YES – please provide a copy for review Number of adults that will be present at all times? \_\_\_\_\_

**TERMS AND CONDITIONS OF THIS AGREEMENT:**

1. The tenant agrees to use the facility/ies, grounds and/or equipment solely for the purposes of the event(s) described in the contract.
2. The Tenant agrees to take care of the facility/ies, grounds and/or equipment that are being used and to be responsible for any damages on a full replacement basis and that the facility/ies, grounds and/or equipment shall be in the same condition and state of cleanliness at the end of the event(s) as they were at the commencement. Additional cleaning requirements may be added to the contract during negotiations with the tenant..
3. The tenant is liable for any persons using our facility/ies, grounds and/or equipment for any mishap or injury arising from your activities at our church facility/ies and from the use of any of our equipment and the tenant agrees to hold us harmless from any claim or legal action by any party arising from tenant activities at our facility/ies, grounds or from the use of our equipment unless caused by negligence of the church.
4. The tenant shall be solely responsible for the conduct and supervision of all persons admitted to the facilities and groups and shall ensure that all rules contained herein are strictly observed.
5. The tenant should carry general liability and tenant’s liability insurance, otherwise the tenant may be liable for claims arising from any personal or property damage incurred during or as a result of the use of the facilities.
6. All exits must be kept free from obstruction at all times in case of fire.
7. Alcoholic beverages are not allowed in the building or on the grounds unless an application for a permit has been obtained from the Liquor Control Board of Ontario and written permission has been obtained from Christ Flrst.
8. Food and drink are not to be brought into the building unless prior written permission has been granted.
9. Smoking is not allowed on Church property.
10. The building and grounds can only be entered and then must be vacated at the times stipulated in the contract.
11. Clarkson Campus: In the event that the facilities contracted are required by Christ First, notice will be given to the tenant 1 week prior to the date, except in cases of emergency (e.g. funeral service) when notice will be given as far in advance as possible.
12. Port Credit Campus: In the event contracted times need to be adjusted, we will make every effort to list exception or blackout dates in the contract or with at least a 1 month’s advance notice.
13. The setting-up of furniture and replacement of furniture and clean-up after any use is the responsibility of the tenant unless otherwise stated in the contract. Furniture is not to be moved from one room to another.
14. Prior to leaving the facilities, the tenant will ensure that all windows are closed and locked and all exterior doors are closed. Heating, lighting and/or fans are to be left in the same state as found.
15. Storage space is not available unless stated in the contract.
16. Activities must be confined to the facilities and rooms as specified in the contract.
17. If additional cleaning of the facilities is required after use, a fee of \$30.00 per hour will be charged to the tenant.
18. Use of the kitchen, audio/visual equipment, risers, organ or pianos is not permitted unless stated in the contract.
19. The tenant agrees to pay a non-refundable deposit of \_\_\_\_\_ at the time of booking to accompany the signed contract.
20. The Tenant agrees to pay a security deposit as outlined in the contract that would be refundable after the timely occurrence of the event, subject to a reasonable deduction for any damage to or additional cleaning of the facility/ies, grounds or the equipment.
21. The Tenant agrees to the payment terms as set out in the contract.
22. Termination of this agreement can be abrogated with a minimum 3 month written notice by register mail by either party to this agreement.
23. The Tenant agrees to adhere to Christ First’s policy with regard to signage and advertising on church property.

Signed: \_\_\_\_\_  
(On Behalf of the Tenant)

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
(Representing Christ First)

Date: \_\_\_\_\_