



## RENTAL AGREEMENT 2026

<b>The Gathering Place</b>	Capacity: Between 95 & 200, depending on set up
<b>Kitchen</b>	Health Board Certified
<b>The Sanctuary</b>	Capacity: 180 seated / 200 with overflow seating
<b>Included in rental fees:</b>	Wifi, Use of projector / screen (bring your own device to plug into) Incidental use of kitchen
As discussed:	A/V equipment required <input type="checkbox"/> Yes Table set-up required <input type="checkbox"/> Yes      Tablecloths <input type="checkbox"/> Yes

Booking and Signing Authority / Contact Name: \_\_\_\_\_

Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Organization: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: From \_\_\_\_\_ To \_\_\_\_\_

Venue:	<input type="checkbox"/> <b>Gathering Place</b>	<input type="checkbox"/> Half Day \$60 (max. 6 hours)	<input type="checkbox"/> Full Day \$100
	<input type="checkbox"/> <b>Kitchen</b>	<input type="checkbox"/> Half Day \$25 (max. 6 hours)	<input type="checkbox"/> Full Day \$50
	<input type="checkbox"/> <b>Sanctuary</b>	<input type="checkbox"/> \$250	

Catering:  Yes  No  UCW (Renter to contact)  Renter  Caterer

Caterer name: \_\_\_\_\_

Alcohol service required (Exclusively operated by St. Paul's)  Yes  No

If YES, please see policy with respect to serving alcohol.

Cleaning: \$50 deposit required by all renters.

**Please see Rental Conditions on next page.**

**All garbage and recycling to be removed by renter.**

All fees payable prior to your event. Cheques made payable to St. Paul's United Church, Warkworth.

WE RESERVE THE RIGHT, DEPENDING ON THE EVENT, TO REQUIRE A DEPOSIT FEE BE PAID IN ADVANCE OF YOUR EVENT.

I agree to pay \$ \_\_\_\_\_ to St. Paul's United Church, Warkworth, for rental as stated above. By initialing the rules and expectations stated in the terms of rental agreement, I indicate that I have read, understand and agree to these terms.

Payment received	Date	Form of Payment
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Renter's Name and Signature	Date:
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Confirmation by St. Paul's Administrator	Date	Signature
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Key Card Issued	<input type="checkbox"/> Yes	Card #	Code #	Name	Date
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Return Date	Administrator Initials
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Rev: Jan 29, 2026



# ST. PAUL'S UNITED CHURCH RENTAL CONDITIONS AND REGULATIONS 2026

## METHOD OF PAYMENT

- Cheque payable to: **St. Paul's United Church, Warkworth** • E-Transfer to: **stpaulswarkworth@gmail.com**
- Payment due after confirmation by St. Paul's Administrator

## CANCELLATION POLICY

- Depending on the potential loss of bookings to replace your cancellation, you may be assessed up to 100% of the original rental fee.

## SAFETY PRECAUTIONS

- Danger of slipping and extra custodial expense bans any use of confetti, rice, birdseed
- Candles lit by open flame are prohibited
- For hygienic purposes, tables are to be cleaned before and after your event, especially when food and/or beverages are present.

## SET UP AND TAKE DOWN ( To be reviewed by St. Paul's staff and renter )

- It is the responsibility of the renter to leave the hall as it was found
- There is no extra cost for the use of tables, tablecloths, chairs
- Ensure that tables and chairs do not make contact with the walls while being used
- No push pins/nails will be used for decorating – use only low tack tape
- Fold washed tables and place in storage area on cart
- Stack clean chairs no more than **10 high** and place in storage area
- Shop Vac available, if needed. Wipe up any spills
- Bathrooms: Wipe any excess water from sinks, empty garbage, ensure all taps turned off
- Turn off all lights / fans
- Ensure **ALL** doors are securely locked.

## KITCHEN

It is the responsibility of the renter to leave the kitchen as it was found

- Wash all dishware / utensils and return to proper placement
- Renters will provide their own Coffee, Tea, Sugar, Creamer, etc.
- Wash counters / Clean sink
- Sweep and mop floors
- All food items removed from refrigerators
- **All garbage/recycling material to taken away by renter.**

## NOTE

- Booking an event with St. Paul's is acknowledgement of the responsibility of the group or individual to provide their own Liability Insurance protection, a copy of which must be provided to St. Paul's prior to event
- Your copy of Proof of Liability Insurance will name **Trustees of St. Paul's United Church, Warkworth** on policy for the event  
Your liability coverage must be a minimum of **\$2 Million**
- Your insurance company receives many requests for certification proof, as this is becoming standard requirement for the use of any public property. Allow enough lead time for this process  
**Remember to inform your insurance agent/broker if alcohol is being served at the event**
- Any group or family using the facilities of St. Paul's shall indemnify and save harmless the Church from any claims whatsoever by or in respect of any person or person's property. Those people attending functions organized by groups that are not affiliated with St. Paul's are not covered by the church's liability insurance
- Additional Insured: Only with respect to commercial general liability and arising out of the Named Insureds operations is the following name added to the policy as an Additional Insured. The policy limits are not increased by the addition of such Additional Insured beyond those stated in this Certificate: Trustees of St. Paul's United Church
- We reserve the right to deny any person or group access to our Church facilities.

I understand and agree to the above terms ( Date )

( Signature )

For Rental Information: Kelly Whiston, Administrator. Tuesday, Wednesday, Thursday 9 am - 1 pm  
705-924-2840 or email: [stpaulswarkworth@gmail.com](mailto:stpaulswarkworth@gmail.com)

For Building Issues: Greg or Janet Torrance 705-924-3108

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