



RENTAL AGREEMENT 2025

The Gathering Place	Capacity:	Between 95 & 200, depending on set up
	Half Day	\$60
	Full Day	\$100
Kitchen	Health Board Certified	
	Half Day	\$25
	Full Day	\$50
The Sanctuary	Capacity:	180 seated / 200 with overflow seating
	Rental Fee	\$250
Included in rental fees: Wifi, Use of projector / screen (bring your own device to plug into) Incidental use of kitchen For Sanctuary – A/V technician provided by St. Pauls		

Cheques made payable to St. Pauls United Church, Warkworth.

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

Booking and Signing Authority / Contact Name:

Phone No.: _____ Email: _____

Name of Organization: _____

Name of Event: _____

Date of Event: _____ Time: From _____ To _____

Venue:	<input type="checkbox"/> Gathering Place	<input type="checkbox"/> Half Day \$60	<input type="checkbox"/> Full Day \$100
	<input type="checkbox"/> Kitchen	<input type="checkbox"/> Half Day \$25	<input type="checkbox"/> Full Day \$50
	<input type="checkbox"/> Sanctuary	<input type="checkbox"/> \$250	

Catering: ☐ Yes ☐ No ☐ UCW ☐ Renter ☐ Caterer

Caterer name: _____

Alcohol service: ☐ Yes ☐ No

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

Cleaning: ☐ I agree to clean the premises ☐ I prefer to pay the \$50 Cleaning Fee

☐ I agree to pay \$ _____ to St. Pauls 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

Date: _____ Authorized Signature _____

ST. PAULS UNITED CHURCH RENTAL CONDITIONS AND REGULATIONS 2025

METHOD OF PAYMENT

☐ Cheque payable to: **St. Pauls United Church, Warkworth** ☐ E-Transfer to: **stpaulswarkworth@gmail.com**

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

SET UP AND TAKE DOWN

- It is the responsibility of the user 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 cleaned chairs 10 high and place in storage area
- Use Shop Vac to clean floor, including foyer. Wipe up any spills
- Bathrooms: Wipe any excess water from sinks, empty garbage, ensure all taps turned off
- Return thermostats to 72°F in Winter or 75°F in Summer
- Turn out all lights / fans
- Ensure that all doors are securely locked

KITCHEN

It is the responsibility of the user 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 taken away

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 is to be provided to St. Paul's.
- Any group or family using the facilities of St. Pauls 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.
- 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

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



St. Pauls United Church Warkworth
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