

**FACILITIES AND EQUIPMENT USAGE AGREEMENT**

**The User is responsible for all damage incurred during the use and will be billed for said damage**

**Conditions**

- Unless specifically included in the Usage Agreement, the **Church, Chapel, related rooms, offices and Kitchen are OUT OF BOUNDS**
- User must provide proof of valid **Food Safe certificate** if food is served
- **If Kitchen is used, user is responsible for leaving it clean and tidy**
- User is responsible for obtaining and displaying an approved **Liquor Permit** if liquor is to be served, and **in the case of an organization**, or if **professional server** is employed, a valid SERVING IT RIGHT certification
- **Games of Chance are not permitted on the premises**
- The entire building is **NON-SMOKING**. Sand buckets are provided for use outside
- **Fire Safety** – one copy of the Fire Safety Procedures is to be given to the User
- The Church will grant the User a 2 hour period prior to the event for **decorating** if required
- **Set-up of tables and chairs is included with Room usage**
- **No function shall continue past midnight on Saturdays**
- Rites of Passage (e.g.) **weddings, memorials etc.** are not permitted under these terms and conditions except in consultation with the Clergy

**Agreement Details**

Event Date: \_\_\_\_\_ Event Time: \_\_\_\_\_  
User's Name: \_\_\_\_\_  
User's Phone Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_  
Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
Representing: \_\_\_\_\_  
Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

	<b><u>Honoraria</u></b>
Room: _____	\$
Kitchen: Full use: _____ Coffee & Tea: _____	\$
Clean-up: _____	\$
Equipment: _____	\$
<b>TOTAL:</b>	<b>\$</b>

Supervisor in Attendance (if different from user): \_\_\_\_\_

**I have read and understand the above charges and conditions.**

.....  
User's Signature \_\_\_\_\_ Church of the Advent Representative  
(Cheques made payable please to **Church of the Advent**)