

CENTRAL UNITED CHURCH - PORT COLBORNE, ONTARIO
FACILITY DESCRIPTION & FEE SCHEDULE

FACILITIES DESCRIPTION

Sanctuary: The sanctuary consists of the main floor area with an accessible lift at the rear. Seating is approximately 350 persons. The sanctuary is equipped with a full sound system. It has a Casavant two manual pipe organ and an upright Grand piano. The sanctuary is appropriate for worship, sacraments and recitals.

Chapel: The chapel is on the second level of the church and accessible by lift. It is suitable for services of 40 persons or less. It can be equipped with an electronic keyboard should it be required. It is suitable for very small weddings, memorial service or baptism.

Banquet Hall: The banquet hall is a large room suitable for meetings, receptions, gatherings, suppers and bazaars. The hall is handicapped accessible by a ramp from the street level. It has accessible washrooms in the immediate vicinity. A fully equipped kitchen adjoins the hall with a commercial range with two ovens and a commercial dishwasher. The hall has a supply of six foot long tables and ample chairs. There is a sound system available. An upright piano is located in the hall. The hall has a capacity for approximately 120 persons at tables and 200 persons on chairs.

Classroom 1: Classroom 1 is in the Christian Education wing of the church building and accessible by a ramp from the street. It has a white board and is suitable for gatherings of 40 people or less without tables and approximately 20 with tables.

Parlour: The parlour is located on the second level of the church and accessible by lift. It is supplied with a couch, love seat and 12 moveable armchairs as well as a supply of other stacking chairs. It is suitable for small, intimate capacity of groups of 30 persons or less. There is a small kitchen immediately adjoining with a stove and refrigerator.

Activity Room: The activity room is suitable for small gatherings and immediately adjoining the parlour kitchen.

FEE SCHEDULE

- A. Sanctuary - wedding or other event - \$300.00 for the day
- B. Banquet Hall - \$225.00 for full day, \$150.00 for half day or evening., fee waived for funeral reception hosted by the U.C.W. for a donation.
- C. Classroom, Parlour, or Activity Room - \$50.00 per day
- D. Weddings:
 - i. Sanctuary \$300.00 ii Chapel \$200.00
 - iii. Minister \$200.00 iv. Organist \$150.00
 - v. Custodian \$ 75.00
- E. Other fees:
 - i. Use of kitchen with Banquet Hall \$ 50.00
 - ii. Use of upstairs kitchen with Parlour \$ 30.00

* Additional charges may be considered if linens, cutlery, dinnerware and dishwasher are used. The above rate includes use of coffee makers, counters and sinks.

- iii. If sound technician required for sanctuary, fee to be negotiated.

Facility Use Agreement and Rules and Responsibilities of Users - Single Use
 Central United Church
 30 Delhi Street, Port Colborne, ON L3K 3K6

1. This use agreement is with:
- a. Name: _____ (herein called the lessee)
 - b. Date /Time: _____
 - c. Purpose: _____
 - d. Person in Charge: _____
 - e. Address: _____
 - f. Telephone (home/cell): _____
 - g. Email: _____

Check Facility Required

9	Banquet Hall	\$_____	9	Sanctuary	\$_____
9	Banquet Hall & Kitchen	\$_____	9	Classroom	\$_____
9	Parlour	\$_____	9	Activity Room	\$_____
9	Parlour & Kitchen	\$_____	9	Chapel	\$_____
	9	Attendant for Sound System requested (additional charge)			

Cost of Use: _____, payable to Central United Church

9 Certificate of Insurance attached

I have read and I agree to be bound by the attached set of rules and responsibilities of the user as well as the Facility Use Policy of Central United Church. I acknowledge that the Facility Use Policy document was offered for my review. I understand that the use of the property is at our sole risk and that we are responsible for all damage and injuries incurred by our use:

Signature: _____ Date: _____

FACILITY USE RULES AND RESPONSIBILITIES OF USERS

The organization or persons using the facility must assume responsibility for the orderly conduct of its own members.

At all times, children shall be supervised by an adult and not left alone in any areas of the building. Policies concerning the use and care of the facilities will be observed in the interest of all users. In general, users will:

- a. care for all furnishings;
- b. maintain the cleanliness of the facilities;
- c. observe economy of utilities;
- d. not smoke in any part of the building and within 10 metres of outside doors;
- e. not permit consumption of alcoholic beverages on the church property;
- f. not permit the use of illegal drugs;
- g. not permit tossing of confetti or similar celebratory substances inside or outside the building;
- h. ensure the welfare and safety of all users are respected at all times.

It will be the responsibility of the individual in charge of any function to ensure that all areas are cleaned and returned to the condition as outlined herein:

- a. Wiping off and drying tables and chairs.
- b. Tables and chairs are to be stacked and returned to the storage area of the hall.
- c. All garbage and recycling must be cleaned up and placed in the appropriate area.
- d. Dirty dishes, utensils, cups, glasses and appliances used to be washed and put away.
- e. Washrooms left in reasonably clean condition and ensure taps are off after your event.
- f. Turn off all lights and fans.
- g. Close and lock all exit doors.
- h. All items brought to the event shall be removed from the facility by the end of the event.
- i. Report any damage or hazardous conditions to the church office or staff as soon as possible.
- j. Keys returned (if applicable).

Only masking tape shall be used when attaching anything to a painted surface. Tacks, duct tape or nails are prohibited.

Organizations or corporations must present a Certificate of Insurance evidence liability coverage, in an amount no less than \$2,000,000.00, stating the type of event and naming Central United Church as an additional insured in the liability policy. The user will provide a copy of the Certificate of Insurance of the office. Individuals using the facility for a private function should ensure they have third party liability coverage under a home owners, tenants or single event policy issued to them.

The organization or persons using the facility shall indemnify and save harmless the Central United Church, its staff, Officers, Trustees and all affiliated groups and organizations against all claims, demands, losses, costs, damages, suits or proceedings arising out of the use of the facility rented, including the deductible on liability policy, for any and all claims against it.

Individuals, organizations or groups are responsible to provide a \$100.00 security deposit for each function payable to Central United Church. Failure to comply with the terms of Facility use Policy and/or the Facility Use Agreement will result in forfeiture of the security deposit.