



TALBOT STREET CHURCH

Facility Use Agreement

Date of Event:

Date of Booking:

CONTACT INFORMATION

Name:

Organization:

Street Address:

City:

Province:

Postal Code:

Phone:

Fax:

Email:

EVENT INFORMATION

Event Type:

Start Time:

End Time:

Number of Attendees:

Will the event be recurring?

One time only Monthly Weekly Other _____

If Wedding, date of rehearsal:

Start time:

End Time:

Room(s) Requested:

ROOM	# OF CHAIRS	# OF TABLES	OTHER ITEMS REQUIRED
Sanctuary			
Atrium			
Fellowship Hall			
Kitchen			
Nursery			
Youth Room			
Entire Church			
Meeting Room #			

Will food or drink be consumed?:

Yes

No

Will you be using a caterer?

Yes

No

Name of Caterer:

Phone:

If not using caterer to what extent will you be using the kitchen? (i.e. equipment, dishes, glassware, cutlery)

Food Handling Certification: If the kitchen is being used to prepare food, Food Handling Certification is required by at least one (1) person in the kitchen:

Caterer Other: _____

Will alcoholic beverages be consumed?: Yes No
(Purchase of liquor license required)

Notes & Setup Instructions:

Release and Indemnity

This Release and Indemnity Agreement is between the above-named organization or individual ("User") and Talbot Street Church.

Recitals

- The church is the owner of the real property and improvements located at 513 Talbot Street, London, Ontario ("Property")
- User desires to use the property described above for meetings and other activities

Agreement

NOW THEREFORE in consideration of this church permitting User to use the Property and improvements described above, User agrees as follows:

1. User hereby releases, discharges and covenants not to sue the church or its administrators, directors, agents, officers, members, volunteers and employees, from any and all liability, claims, demands, losses or damages arising out of the User's use of the Property. If any member, guest, invitee, or participant of User makes any claim against the church or its administrators, directors, agent, officers, members, volunteers or employees, in connection with User's use of the Property, User will indemnify, defend and hold the church and its administrators, directors, agents, officer, members, volunteers or employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages and cost arising out of such claim.
2. For facility rental, a deposit of fifty percent (50%) of the room use rental fee shall be paid by the user at the time of booking, with the balance being due and payable the day of the event. Cancellation of major events, e.g. weddings, is subject to a \$100 administration fee. A refundable damage deposit of \$150 is required at the time of booking for events with 100+ people. Please make cheques payable to *Talbot Street Church*.

3. The church may terminate the use of the facility at any time without notice upon discovering that the User has broken the agreement or provided false or misleading information in their application to use the Property.
4. The approval for use of the facility does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use the facility must not advertise the event in such a way as to imply endorsement by Talbot Street Church. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws, purpose and/or beliefs of Talbot Street Church. The church may terminate the use of the facility at any time if the individuals or organizations whose known purpose or values are contrary to the basic Christian principles to which Talbot Street Church adheres.

ACCEPTANCE OF RESPONSIBILITY

I have read, understand and agree to abide with the rental policy. I agree to be responsible for the conduct of those coming to, or participating in, the activity for which this application is being made, and for any damage beyond normal wear and tear that may occur as a result of this activity. I hereby consent to the Release and Indemnity Agreement.

Authorized Signature: _____

Print Name: _____

Date: _____

For availability and complete pricing information please contact:

*Don Steele
Facilities Director
property@talbotstreetchurch.com
519-432-7997*