

First Unitarian Church of Victoria

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Use of Premises Agreement

To be read in conjunction with attached Use of Premises Form

1. It is the responsibility of the user to:
 - a. Arrange with the Church Administrator for space setup (e.g. number of chairs, tables, their positioning), and viewing of premises.
 - b. Limit the number of participants in accordance with fire regulations for the specified areas. See Use of Premises Form for specific number allowed.
 - c. Ensure that the premises are not abused.
 - d. Ensure that behaviour of participants complies with generally accepted standards and municipal by-laws regarding smoking and noise. Smoking is not permitted inside building. For smoking outside the building, the buckets provided are to be used for disposal of all cigarette butts, packages, etc. No debris is to be thrown onto Church grounds.
 - e. Obtain a liquor permit from BC Liquor Licensing Branch if alcohol is to be served at the event, whether sold or provided free of charge to attendees. The appropriate permit is to be delivered to the Church office by noon on the Thursday prior to the event. Permits may be obtained at any liquor store. For more information, call the Liquor Licensing and Control Branch at 387-1254 or at 1-866-209-2111. It is understood and agreed that no alcohol will be permitted on Church premises without the proper permit.
Also, no homemade liquor may be allowed or consumed on the premises.
 - f. Remove from Church property all surplus food, and all garbage including cartons, containers and bottles as well as any user equipment brought to the Church. Dishes are to be washed and kitchen left in the condition in which it was found (if applicable).
 - g. Ensure that Church equipment, such as coffee urns, teapots, microwaves, stoves, dishwasher, etc. are used only for the purpose for which they are intended.
 - h. Ensure that any caterer hired to provide food at the event has an operating license. A copy of the operating license is to be delivered to the church by noon on the Thursday prior to the event or, as an alternative, a contact name and number at the Health Department may be provided so that the church may verify that the caterer has an operating license. It is understood and agreed that no food will be served on church premises by a caterer who has no operating license. The user agrees to take full responsibility for any injury to guests arising from food or drink served on the premises.

2. The user acknowledges that the costs for using Church facilities are as follows:
 - a. There is a set cost for each area of the Church for the first four hours of use. If use extends beyond four hours, a charge per hour shall be charged for the use of the space for each such additional hour.
 - b. A set amount of time for custodial services is included in the cost – according to the specific rooms rented.
 - c. The Sanctuary receives 2 hours of a 2-person team and the Lion hall receives one hour of a 2-person team. Cost of any and all custodial services beyond the designated set time (for dishwashing, kitchen cleanup, laundry services, multiple accesses to the building, etc.) shall be borne by the user at the rate of \$25 per hour for each of our two custodians.
 - c. If it is deemed necessary to have a Church custodian on duty during the event, the cost of such Church custodian, at the rate of \$25 per hour per custodian, shall be deducted from the security deposit.

3. In keeping with our Unitarian principle of respect for the environment, only reusable, recyclable or washable dishes, glasses and cutlery may be used at an event. It is mandatory that the Church custodian be present to assist in the use of the dishwasher. We do not allow use of disposable water bottles on site.
We require that the setting up and putting away tables and chairs be done only by our custodians.

4. If a sound technician is required there is a labour cost, which is negotiable, depending upon requirements needed and the availability of the sound technicians.

5. A specified security deposit is required before confirmation of the event. If the piano is rented, an additional \$300

shall be added to the security deposit. If an access key is provided, the deposit refund will not be issued until the key has been returned.

6. The cost of repairing any damage, eg. resulting from spillage or breakage, will be deducted from the security deposit. If the repair or cleanup costs exceed the security deposit, an invoice for these additional costs will be issued. Please ensure that if tables and chairs are moved that they are lifted and not dragged in order to avoid damaging the wood floors.

7. If there is no damage to the property and no extraordinary janitorial and custodial services are required, the security deposit shall be returned to the user after the event.

8. Total payment for the event must be received 21 days prior to the event. Cancellation of an event less than 30 days prior to the event will result in the forfeiture of a portion of the security deposit.

9. Decorations or notices may be posted on the premises using masking tape only – no pins or tacks are allowed. Smokeless and dripless candles may be used during a ceremony. No decorations are to be attached to the tree in the Sanctuary. No helium balloons may be used in the Sanctuary. No confetti or rice may be used in the Church buildings or on Church grounds. Any clean-up costs from use of such materials will be deducted from the deposit.

10. The First Unitarian Church of Victoria is not responsible for personal injuries or lost or damaged property resulting from the user's willful misconduct or failure to exercise reasonable care, and such injury or loss is not covered by the Church insurance policy. Users are required to obtain short term insurance (minimum \$2,000,000.00) to cover the event. Renters may contact the office for names of possible insurance companies. The church requires that a copy of the user's insurance policy be provided, with the church named as 'Additional Insured' on the user's insurance policy.

11. The First Unitarian Church is not liable for any costs incurred by the renter due to cancellation or interruption of a scheduled event due to bad weather conditions, power outages/lack of electrical power or any events beyond the church's control. Rent and deposits will be refunded and every effort will be made by the church to reschedule the event. In the case of ice or snow, the church may have the snow ploughed from, and/or apply salt to, our paved parking area - if needed for a rental event, and only after consultation with the renter. In such cases, 60% of the material and labour costs will be borne by the renter and 40% of the costs will be borne by the church. The snow ploughing would also be dependant upon the church being able to secure equipment and labour for snow ploughing.

12. The term "Unitarian Church" may be used to designate the location of the event. However, any use of the word "Unitarian" in any advertisement, or in any public proclamation which would suggest or imply that the First Unitarian Church of Victoria has approved or is sponsoring the activity of the group or organization which has booked the premises, is prohibited. Any contravention of this prohibition will result in termination of the booking and forfeiture of the security deposit to the First Unitarian Church of Victoria.

13. Any event advertisement must include the booking group's name and phone number.

I have read the above statement and agree to the terms and conditions of use as written therein and am authorized to sign on behalf of the group represented. I acknowledge receipt of a copy of the agreement.

User Signature

Church representative signature

Name: _____
(Please print clearly)

Date: _____