

St. Andrew Church Rental Request Form

2700 Portage Avenue, Winnipeg, MB R3J 0R1
Telephone 204.832.0117 Email standrew@mymts.net

Name of Organization	
Address	
Contact	
Email/Telephone	

Date of Rental	
Hours of Rental	
Number of people expected	

Space required: (4-Hour Time Slots) Parish Hall - \$100.00 Kitchen - \$50.00 Lower Hall Room - \$60.00	
Damage deposit: \$100.00 to be required when tables and chairs are used. This deposit is payable when the lease is signed.	
Cost of rental: payable when the lease is signed	
Total	

***Proof of Insurance required for rental confirmation.**

Guidelines for Renters

- Renters must submit a completed application form and payment at the time of booking. Confirmation of the rental will be made in writing.
- Renters are required to acquire liability insurance or to provide evidence of liability insurance to cover their event. This insurance can be obtained through the church.
- Renters are responsible for damage done to the property. The damage deposit will be used to offset any damages.
- Renters are expected to **sanitize all surfaces and bathrooms**, and clean and tidy the space before departure. Evening events should conclude by midnight with clean-up finished by 1:00 a.m.
- Renters with a liquor licence assume all responsibility for supervising guests and for adherence to the terms and conditions of the licence. A church representative must be present at the event and paid \$20.00 per hour. Should the behaviour of guests be deemed unsupervised, the church representative will intervene.
- Renters are expected to comply with the smoke free policy of the building.
- The total rental fee and a refundable damage deposit of \$100.00 must be paid prior to the rental event.
- *From time to time, space rented by outside groups is required by the parish for parish sanction events such as, but not limited to, Shrove Tuesday, Maundy Thursday, Annual General Meeting etc. On those occasions we will attempt to assist the group in finding a favorable, alternate place and time, within the parish, for their meeting to take place.*
- *St. Andrew Anglican Church is a registered charity. We work hard to offer our space to all groups, including non profits organizations, who are able to pay an honorarium rather than a set rental fee. However, from time to time, an opportunity presents itself for St. Andrew to be able to rent space to an outside group for a set rental fee.*

Should this opportunity present itself, St. Andrew Anglican Church reserves the right to ask all non profit groups that use the facilities in our building, to be willing and able to accommodate for such rentals to take place. This may require a change in the location the group meets and/or the time of day and/or the day of the week that the groups meets.