

Christ Church Cataraqui – Facility Rental Agreement

Please complete all fields. Signatures are required for the agreement to be valid.

RENTER INFORMATION

Name of Individual or Group: _____

Contact Person: _____

Phone: _____ Email: _____

EVENT DETAILS

Type of Function: _____

Date: _____ Time (from-to): _____

☐ One-time ☐ Recurring (Frequency): _____

SPACE RENTED

Space	Fee	Select
Worship Space (150 ppl)	\$50/hour	<input type="checkbox"/>
Hall (150 ppl)	\$50/hour	<input type="checkbox"/>
Kitchen (light use)	\$50 flat rate	<input type="checkbox"/>
Chapel (10 ppl)	\$25/hour	<input type="checkbox"/>

Reduced rates are available for recurring rentals. Storage may be available for a fee.

RENTAL REQUIREMENTS

Requirement	Status	Date
Rental Fee Paid	<input type="checkbox"/>	_____
\$500 Damage/Cleaning Deposit Paid	<input type="checkbox"/>	_____
Insurance Certificate Provided	<input type="checkbox"/>	_____
Access Code Provided	<input type="checkbox"/>	_____

EXPECTATIONS FOR RENTERS

- Respect the sacred nature of the Anglican church and its furnishings.
- Submit a signed agreement, proof of insurance, rental fee, and deposit.
- Deposit is refunded after inspection; costs for damage or cleaning may be deducted.
- Return furniture to its original arrangement.
- Alcohol requires written approval and an LCBO Special Occasion Permit.
- Gambling is not permitted.
- No smoking in or near the building. A designated smoking area is available by request.
- Cancellation Policy:
 - ≥30 days: full refund
 - 15–29 days: 50% refund
 - <15 days: no refund
 - Church cancellations: full refund

SIGNATURES

Renter / Group Representative: _____ Date: _____

Christ Church Representative: _____ Date: _____