

## Room Rental Guidelines

### RENTAL COSTS

The room rental fee covers the use of the room(s) for the times specified only, as well as the furniture set up and take down (unless it involves the moving of the piano and/or choir risers). This is the full extent of the rental service.

### EQUIPMENT RENTALS IN SANCTUARY

Equipment available includes: microphones, projector, audio visual equipment in the sound booth, choir risers, piano and organ. Please ask for a list of costs associated with use of this equipment.

### AUDIO VISUAL SYSTEM IN SANCTUARY

If you wish to use the sound board and AV equipment in the sound booth in the Sanctuary, please submit your request including full details of your needs in advance. Such requests will be reviewed by the Sound Booth Team and Administrator. If we can meet your needs, we will provide a Sound Technician to be present during the event, and a fee for this service will apply.

### CUSTODIAL SERVICES

A custodial staff member will be in attendance to cover issues of safety and convenience. There is no fee for this service between the hours of 9:00 am and 10:00 pm on weekdays. On Saturdays and Sundays the hourly rate is \$37.50 per hour and is charged from the arrival time of the first guest to the departure of the last. The minimum hours charged is 3 hours. Charges will also be charged for the clean-up time after the rental. The on duty Custodian can be paged during the rental period at 416-671-9557. There is a telephone located at the front desk on the main floor.

### LIQUOR LICENSE

Alcoholic beverages allowed on church premises are beer and wine only. No hard liquor is permitted.

If beer or wine is to be served, it is the responsibility of the rental group to obtain a Special Occasion permit from the LLBO and to follow the specifications required. A copy of this permit must be submitted to ESG two weeks before the scheduled event. Only professional servers with "Smartserve" qualifications may act as bartenders. A photocopy of qualification must be submitted to ESG 2 weeks prior to the scheduled event for all bartenders hired privately. The even hosts are responsible for ensuring that the service and consumption of alcohol is conducted with responsibility.

The consumption of alcoholic beverages is restricted exclusively to the rental room

**EVENT INQUIRIES**

It is required that the rental group provides the phone number of their organization in their event advertising in order that patron may make inquiries directly to them. ESG is not equipped to handle incoming inquiries.

**PARKING**

No parking is available at ESG. Parking is limited to neighbourhood streets where acceptable by law. Parking is available at a "Green P" parking lot located at the corner of Duplex Avenue and Castlefield Road approximately 5 blocks south of the Church.

**SMOKING**

Smoking is not permitted in any part of the church building. Persons wishing to smoke must do so outside the building.

**APPROPRIATE USE OF FACILITIES**

All rented rooms and adjacent facilities used by the booking group (i.e. hallways, washrooms, etc.) must be left in the same condition of repair and cleanliness as they were found upon arrival. All food, equipment and other materials belonging to the group must be removed by the close of the rental period. Failure to meet this latter requirement will result in additional clean up charges and removal of materials.

**CLOSING HOURS**

Due to the residential nature of ESG's location the building does not stay open beyond 11:00 pm. By this hour all functions must close and guests depart the premises in a manner respectful to the neighbours.

**PAYMENT**

**Payment is due prior to the event.** An invoice will be issued prior to the event which will include all additional charges such as extra rooms, set up/take down, equipment rental and custodial fees. Cheques should be made payable to Eglinton St. George's United Church and remitted to Jennifer Torrens, Church Administrator. EFT payments can be made to [bookkeeper@esgunited.org](mailto:bookkeeper@esgunited.org).

**BOTTLED WATER**

The selling of bottled water at ESG is prohibited. Filtered water is available beside the front Welcome Desk.

**CANCELLATION FEE**

For bookings cancelled within 1 month of the event 50% of the deposit less a \$50 administration fee will be reimbursed. For bookings cancelled with more than 1 month's notice the full deposit will be returned less a \$50 administration fee.

**LIABILITY WAIVER**

The members of Eglinton St. George's United Church, in recognition of the need to provide facilities to others for purposes which are beyond the customary ministry of the Church, request the following consideration concerning the exposure of the Church's liability.

On the understanding that every effort is made to ensure personal and property safety and security on the premises of the church, it is required that individuals and group assume responsibility through their own insurance program for any accidents that may occur while using church property. **A copy of the liability insurance must be provided.**

**LOSS OR DAMAGE**

Eglinton St. George's United Church is not liable for any loss, damage, death or injury arising from or out of any occurrence in, upon, at, or relating to the Premises or damage to property of the Tenant or of others wherever located, unless due to the gross negligence of Eglinton St. George's United Church or those for whom it may in law be responsible. Without in anyway limiting the generality of the foregoing, in no event shall Eglinton St. George's United Church be liable for and the Tenant hereby releases Eglinton St. George's United Church from all claims or liabilities in respect of: (i) any damage which is caused by steam, water, rain or snow which may leak into, issue or flow from any part of the Premises or from the pipes or plumbing works, including the sprinkler system (if any), thereof, or from any other place or quarter, or for any damage caused by or attributable to the condition or arrangement of any electric or other wiring or of sprinkler heads, or for any damage caused by anything done or omitted by any other tenant; (ii) any damage which is caused by any disruption of services or utilities which is beyond Eglinton St. George's United Church 's reasonable control; (iii) loss or damage, however caused, to money, securities, negotiable instruments, papers or other valuables of the Tenant; or (iv) loss or damage for which the Tenant is required to carry insurance. The intent of this Section is that the Tenant (and all other Persons having business with the Tenant) is to look solely to its insurers to satisfy any claim which may arise on account of death, injury, loss or damage, irrespective of its cause, unless such claim arises from the gross negligence of the Landlord or those for whom it may in law be responsible.

**INDEMNIFICATION**

The Tenant will indemnify Eglinton St. George's United Church and save it harmless from and against all loss (including loss of rentals), claims, actions, damages, costs, liability and expense in connection with loss of life, personal injury, damage to property (including any portion of the Premises and its equipment, machinery, services and improvements) or any other loss or injury arising from or out of this Agreement, or any occurrence in the Premises, or the Tenant's occupancy of the Premises, or occasioned wholly or in part by any act or omission of the Tenant or by anyone permitted to be on the Premises by the Tenant. If Eglinton St. George's United Church is, without fault on its part, made a party to any litigation commenced by or against the Tenant, then the Tenant will protect, indemnify and hold Eglinton St. George's United Church harmless and pay all reasonable expenses and legal fees incurred or paid by Eglinton St. George's United Church in connection with the litigation. The Tenant will also pay all reasonable costs and legal fees that may be incurred or paid by Eglinton St. George's United Church in enforcing the terms, covenants and conditions in this Agreement.