

**Facilities License Agreement
MOUNTAINVIEW CHRISTIAN REFORMED CHURCH**

290 Main Street East
Grimsby, Ontario L3M 1P8
Phone: 905-945-0004

Email: office@mountainviewcrc.org Website: www.mountainviewcrc.org

Today's Date:		Event Description/ Occasion:		Office Use:	Deposit of \$100 Date Deposit Received: Cheque to Treasurer: <input type="radio"/> Total Fee: Invoiced on: Date Paid:
Event Date:				Calendar <input type="radio"/>	
		Finance <input type="radio"/>			
		Custodial <input type="radio"/>			
		Audio Visual <input type="radio"/>			
Event Start & Finish Times:		Organization:		Mailing Address:	
Access Time:		Contact Person:			
Estimated Attendance:		Contact Phone #:			
Rehearsal Required?	<input type="radio"/> yes <input type="radio"/> no	Contact Cell:			
Rehearsal Date and Time		Contact Email:			
INSURANCE: A copy of an insurance policy is required for all outside organizations using the facilities. Certificate of Insurance Received <input type="radio"/> Not applicable for Weddings & Funerals. See Page 2 for Weddings & Funerals specifics					
**FACILITIES:					
Sanctuary – \$100 per hour – Maximum of \$300 (All non-sponsored events must meet defined criteria to use the Sanctuary for events)				\$100.00 /hr	
Fellowship Hall (Kitchen Included) \$70 per hour – Maximum of \$210				\$70.00 /hr	
Kitchen (not charged as extra with use of Fellowship Hall or Choir room)				\$50.00	
Receipts of purchased food must be provided and retained for 3 months following the rental of our facility as per Public Health Guidelines					
Fireside Room/Council Room/Nursery/Rm 13/14 (Personnel NOT included with Nursery)(\$20 may be added if Kitchen is used for providing a meal at the event)				\$65.00	
Single Meeting Room				\$45.00	
Choir Room (Kitchen Included) (\$20 deduction if kitchen not utilized)				\$85.00	
NOTES: **All room costs are based on morning, afternoon or evening sessions; may be adjusted accordingly for full days or longer periods of rental.					

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SUPPLIES & SERVICES:			
Basic Sound & Equipment package: Piano, Organ, PowerPoint, Microphone <i>(negotiable, depending on items being used)</i>		\$75 flat fee	
Additions to basic package; additional mics, etc. Could result in higher flat fee. Please specify needs:			
AUDIO/VISUAL TECHS – MINIMUM of \$160 for events that include recording/streaming (rate for techs \$40.00/hr; 2 techs min needed)		\$160.00	
Assistant A/V Technician – MINIMUM of \$80 for events		\$40.00/hr	
Recording Number of copies	Number:	\$2.50 /copy	
CUSTODIAL SERVICES to be billed once event is finished; required for every event		\$30.00/hr	
Tables & Chairs (fee negated for a few items)	Number:	\$75.00 flat	
Table Cloths (fee negated for a few items)	Number:	\$25.00 flat	
Piano Tuning		\$350.00	
Organ Tuning		\$600.00	
Removal of Pews	Number removed	\$25.00 /pew	
Risers – a member of PA@M must be present to supervise set up and take down; this fee includes a flat fee of \$30.00 to them for their supervision and/or assistance		\$250.00	
WEDDINGS & FUNERALS			
Weddings – Sanctuary (Fireside room and choir room included when able) Sound package, Pastor, Musician, A/V Tech, custodial, recording/livestream feed. Fellowship hall (if needed billed as used) **		Equipment, Gym, and People fees	
Funerals – charged for equipment use and person power only (Sound package, Pastor, Musician, A/V Tech, recording/livestream feed, admin, custodial and luncheon = cost of food +20%)		Standard fees (see Funeral Doc)	
**Expenses include extra rooms (ie Kitchen, Fellowship Hall, Nursery) as well as sound, audio visual and custodial services to be billed following the event depending on actual use.			
TOTAL (less deposit of \$100 where applicable)			
AMOUNT OWING			
NOTES:			

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LICENSE AGREEMENT

This Agreement is a contract between the Licensee/Renting Organization and Mountainview Christian Reformed Church. The Agreement is considered confirmed when Mountainview has received the **deposit**, a **Certificate of Insurance** (when applicable) and is **signed by authorized representatives** of both parties.

LICENSE AGREEMENT: Mountainview Christian Reformed Church's License Agreement complies with Canada Revenue Agency (CRA) regulations.

Summary of Policy: Mountainview has the right to deny any rental request. The use of the facility by members, adherents, community organizations/groups or other third parties must be compatible with those for which the church exists. Mountainview therefore will not allow:

- Individuals or organizations whose known purpose or values are contrary to Mountainview's basic Christian principles.

WEDDINGS: Our congregation reserves the term "marriage" for the covenant relationship between one man and one woman to the exclusion of all others. Weddings, showers, and receptions held at Mountainview shall be in support of a union under this definition of marriage. The use of the church facility for a wedding will not be permitted if it violates Mountainview's marriage policies. All officiating ministers must be in agreement with Mountainview's basic Christian principles.

FACILITIES: Licensee shall ensure that only the space specified in the License agreement shall be used. The Licensee accepts full responsibility for the conduct of attendees, and any damage caused to Mountainview Christian Reformed Church by Licensees, members and/or guests. Licensee is responsible to notify Mountainview CRC of any damages or losses. Licensee is to ensure that no persons present at the event permit any activity which may be an annoyance, nuisance or disturbance to Mountainview CRC or to owners of adjoining properties, or which may cause damage to the Mountainview CRC facilities or to the properties of adjoining lands. Any use of the facility that requires building attachments, erecting of stage, etc., must be pre-approved and done in consultation with the church staff and custodian. Nothing may be affixed to, or removed from the walls, without permission. Mountainview CRC reserves the right to book other activities in the building on the same day, providing they do not conflict with room(s) and equipment required. Hours of operation are from 8:30 a.m. to 10:30 p.m. The facility is expected to be vacated at or before the time contracted. No exceptions.

SERVICES AND EQUIPMENT: Use of the pianos or organ must be made in advance and the pianos and organ are to be left in their fixed positions. Kitchen appliances (oven and stove) are to be used only to reheat food. Approved caterers only – a list is available from the Church office. Only Mountainview CRC approved technicians may operate sound and video equipment. No sound system should be brought into the facility without prior approval. PowerPoint/DVD/CD's should be received in the office one week in advance.

Licensees are responsible for set up and take down of tables and chairs. Please leave building the way you found it.

CANCELLATION: This Agreement is not transferable. Deposit will be refunded if cancellation is within 30 days of booking.

PUBLICITY: Licensee's publicity must not intentionally or unintentionally imply that the event is sponsored by Mountainview Christian Reformed Church. Licensee's publicity must clearly indicate the identity of the sponsoring organization.

- RESTRICTIONS:** Licensee agrees to enforce these restrictions:
- o Smoking is not permitted in the building or on church property.
 - o Alcohol is limited to wine only. A liquor license is required. All other alcohol is strictly prohibited.
 - o No confetti. (Flower petals acceptable if cleared away by Licensee)
 - o Storage of materials is not provided.
 - o No food or drink (except bottled water) is permitted in the sanctuary.
 - o Attendance according to the safe occupancy limit will be enforced.
 - o The Licensee is responsible for the supervision of children.

IN CASE OF FIRE Licensee is responsible for the safe evacuation of their attendees, following exit instructions as posted.

INSURANCE: All private functions shall provide proof of liability insurance upon booking. LICENSEE personally, and jointly and severally, agrees to indemnify and hold harmless Mountainview Christian Reformed Church (the "Church") harmless from and against any and all loss, claims, actions, damages, liabilities, costs and expenses, including reasonable legal fees, in connection with loss of life, personal injury, damage to property or any other loss or injury whatsoever arising from or out of any occurrence in, upon or at the leased premises or the occupancy or use by the Licensee of the leased premises or any part thereof, or occasioned wholly or in part by any act or omission of the Licensee or by anyone permitted to be on the leased premises by the Licensee. If the Church shall, without fault on its part, be made a party to any litigation commenced by or against the Licensee, then the Licensee shall protect, indemnify and hold the Church harmless and shall pay all costs, expenses and reasonable legal fees incurred or paid by the Church in connection with such litigation. The Licensee shall also pay all costs, expenses and legal fees that may be incurred or paid by the Church in enforcing the terms covenants and conditions of this Agreement, unless a court of law shall decide otherwise.

RATES: A deposit of **\$100** is required at the signing of the Agreement. Unusual costs of clean-up or damage will result in additional charges. Balance of payment for rental will be invoiced to the Licensee and paid accordingly.

Mountainview Church's authorized representative has the right to visit the event to confirm compliance with this Agreement, and to cancel the contract or stop the event if not in compliance. The agreement must be completed and submitted to the church office at least one (1) month prior to the event

I hereby accept the stated terms, conditions, and prices, and further warrant that I have authority to sign on behalf of the Licensee .			
.....	Signed, for the Licensee	Date:	
.....	Signed on behalf of Mountainview CRC	Date:	