



**Rental Contract**

KELOWNA TRINITY BAPTIST CHURCH  
1905 SPRINGFIELD ROAD  
KELOWNA, B.C. V1Y 7V7  
PHONE: 250 860 3273      FAX: 250 860 9466  
[www.trinitybaptist.net](http://www.trinitybaptist.net)

This rental contract is between: TRINITY CHURCH

AND \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF EVENT \_\_\_\_\_

RENTAL DATE(S) \_\_\_\_\_

RENTAL TIME \_\_\_\_\_

EVENT TIME \_\_\_\_\_

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**TRINITY CHURCH Agrees To:**

- Provide use of designated facility areas.
- Provide custodial services at \$35.00 per hour for assistance during set-up, takedown, clean-up, etc. with a minimum 2 hour charge.
- Provide technical and lighting services. Cost depends on tech needs and will be discussed and agreed upon prior to event.
- Provide Event Coordinator hours at \$35.00 per hour with a minimum 2 hour charge.

**The User Group agrees to abide by the following conditions:**

- The Indemnity Agreement and User Obligations clauses listed below, as well as the Rental Guidelines that are included.
- The purpose and structure of the event represents or supports a position in line with a Christian purpose or is neutral to a Christian purpose.

## **Definitions**

Church Premises: Includes buildings and surrounding environs forming part of TRINITY CHURCH located at 1905 Springfield Road, Kelowna, BC

User Group: Includes persons, institutions, organizations, community groups, etc. renting the church premises.

## **Indemnity Agreement**

The **User Group** agrees to accept the church premises as is; to inspect the church premises and equipment prior to use; and further agrees to indemnify and hold harmless the TRINITY CHURCH, its staff and membership from and against any and all demands, liabilities, charges, claims, debts, suits, causes of action and expenses of every kind and nature including but not limited to injury or death arising out of or as a consequence, directly or indirectly, of the **User Group's** use of the church facilities, premises and property, including all legal costs and fees incurred in defending, answering and/or responding to claims alleged or prosecuted against TRINITY CHURCH, its members, directors, officers and/or servants.

## **Booking Exceptions**

Your event may be rescheduled to an alternate date or room under the following extra ordinary circumstances:

Trinity Church is listed in the Emergency Social Services (ESS) plan for Kelowna and area as an official Group Lodging Facility. Trinity may be called into service at any time on short notice.

## **User Obligations**

The **User Group** shall comply with all municipal, provincial and federal statutes, ordinances, rules and laws and shall maintain order of all people attending the functions; shall not abuse, destroy or damage the church premises or property and shall use the said facilities, property and premises only in the manner for which they were designed and intended to be used.

## **Insurance**

Trinity Church requests an Insurance Certificate as proof of insurance coverage to ensure adequate insurance coverage exists to cover the users own activities as well as rental activities.

## **Responsibility for Damages & Security Deposit**

The User group is responsible for all damage to the Facility and any equipment utilized (reasonable use expected) occurring as a result of the User Group's rental. The User Group shall provide a security deposit of 50% of total rental to reserve event booking.

## General Guidelines

1. Certain custodial supplies and services are included in the cost of your rental. If you are holding an all-day event or an event that spans several days with numerous people in attendance, you may be billed for extra supplies.
2. The custodian is responsible to see that all the lights are shut off and all doors locked. You are responsible for loss or damage of equipment brought into the building and for damage to parked cars during the event.
3. The church office is open from 8:30 am to 4:30 pm Monday to Friday. Photocopies and/or fax requests will be accommodated at an additional charge, as available. Incoming phone calls will be directed to attendees of the event on a best effort basis.
4. Instruments, including piano and drums, may be used if requested however movement of them will be by Trinity personnel only.
5. You are responsible to leave the facility in as good as or better condition than at the start of the event.
6. Alcohol may not be served on the premises. Smoking is only permitted in designated areas.
7. Events must end by 10:00 pm. Additional custodial charges may be billed for events ending after 10:00 pm.
8. Visual aid equipment must be requested at the time of booking.
9. Any decorating items (banners, pew markers, etc) must be tied on. Absolutely no taping on walls or hanging from the ceiling or sprinkler system.
10. Fixtures on the wall and plants are not to be moved without permission.
11. Decorating for your event will take place the day of your event unless arrangements are made otherwise.
12. Candles may NOT be used.
13. Exits must remain accessible and EXIT signs must be visible at all times.
14. All placement of Signage for events must be pre-approved.
15. The use of tables is restricted to the tables that belong to the Hospitality Centre.
16. The Manager of Food Services will process all catering requests and billing will be handled separately.

