

# First Unitarian Universalist Church of Winnipeg

## Contract for Building Use

Date \_\_\_\_\_ Purpose of Use \_\_\_\_\_

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Postal Code \_\_\_\_\_

Date of Function \_\_\_\_\_ Set Up Time \_\_\_\_\_ Finish Time \_\_\_\_\_

Requirements \_\_\_\_\_

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### Space Required:

- Sanctuary only ..... \$575
- Main Floor of House (includes living room, dining room, sun room and kitchen)..... \$400
- Sanctuary and Main Floor of House..... \$875
- Living Room ..... \$200
- Dining Room ..... \$150
- Deck and Riverside Grounds ..... \$250
- Multi Purpose Room ..... \$150

All rental fees include an events supervisor. For rental events that have more than 75 people in attendance, a second events supervisor will be required for an additional fee of \$75.

Minister and lay chaplain fees are additional, and payable directly to the minister or lay chaplain.

All events require a \$200 deposit which must be received before bookings can be guaranteed. The deposit will be applied to the final invoice accordingly. In case of damage to the premises or property incurred during a rental event, the deposit will not be returned. For cancellations with less than 1 month's notice, the deposit will not be returned.

Additional Information \_\_\_\_\_

Price \_\_\_\_\_ Deposit \_\_\_\_\_ Final Payment \_\_\_\_\_

Please make cheques payable to First Unitarian Universalist Church of Winnipeg.

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**Building Renter**

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**Events Coordinator**

## CONDITIONS OF USE

1. The user accepts responsibility for any damage and agrees to pay for such damage.
2. Beer and wine only can be served and consumed at events in accordance with the amounts and conditions of the OCCASIONAL NO SALE LIQUOR PERMIT issued by the Manitoba Liquor Control Commission. Rental users shall obtain an OCCASIONAL NO SALE LIQUOR PERMIT a minimum of 10 days in advance for indoor events and 30 days in advance for outdoor events. The liquor permit must be shown to the Rentals Supervisor before the start of all rental events.
3. All events must be completely finished by midnight. For events that go later than midnight, additional charges of \$100 an hour will be applied to the final invoice.
4. Maximum capacity of sanctuary is 225 seated in chairs or standing, and 96 seated around tables. The maximum capacity of the main floor house is 40 people.
5. A Rental Events Supervisor will be present and available throughout at events. The Rental Events Supervisor is responsible for the set up, supervision and clean up of rental events. For events that exceed 75 guests, a second events supervisor will be required for an additional \$75 fee.
6. Painters' masking tape is the only acceptable item that is permitted to hang up decorations. Thumbtacks, pins, nails, etc. are prohibited from being used.
7. Access is restricted to those spaces covered on the Contract for Building Use form. If other spaces are used that have not been arranged on the rental agreement, additional fees for use of the spaces may apply.
8. Parking is prohibited in the circular driveway (fire lane). Cars must display appropriate placards to park in spaces reserved for drivers with a disability. If cars are parked illegally, an attempt will be made to notify the driver. If the driver does not comply with moving their car, a tow truck will be called.
9. The First Unitarian Universalist Church of Winnipeg has approximately 50 parking spaces for use on the property. Additional parking arrangements at neighbouring facilities can be made upon request. A 2-week minimum notice is required to make parking arrangements.
10. Smoking is not permitted inside the building or within 25 meters of the entrances. Ashtrays for outside use are available upon request.
11. Rice and confetti are not permitted to be thrown anywhere on the property.
12. The kitchen is not licensed for cooking. Food may be warmed in the microwaves and electric oven only. The gas oven is not available for use.
13. Large amounts of empty beer, wine and soft drink cans and bottles are the renter's responsibility to remove from the premises.
14. All rented tables, chairs, dishes etc. must be removed from the premises within 48 hours.