

# First Unitarian Universalist Church of Winnipeg

## Rental Agreement and COVID Protocols

Date of contract: \_\_\_\_\_ Purpose of Use: \_\_\_\_\_ How many guests: \_\_\_\_\_

### Contact person's details:

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### Function information:

Date of function: \_\_\_\_\_ Start time:(in building): \_\_\_\_\_ Finish Time:(out of building): \_\_\_\_\_

Event start time: \_\_\_\_\_ Event end time: \_\_\_\_\_

Requirements and description of event:

**Please Note:** User agrees to abide by all provincial and federal laws, policies and expectations regarding COVID-19 regarding social gatherings. User also agrees to indemnify and hold harmless First Unitarian Universalist Church of Winnipeg from all liability for a participant contracting COVID-19 as a result of attending an event at this location.

Capacity is limited to the current provincial COVID-19 guidelines in place at the time of the event. We are only offering the following areas at this time in order to meet physical distancing requirements. Rates below are for 6 – 8 hours and the minimum event time is 2 hours.

### Rates:

- Sanctuary only.....\$575
- Main Floor house area .....\$400
- Deck and Riverside Grounds.....\$250 (with Sanctuary rental)
- Hourly rate for space .....\$100 (minimum 2 hours)
- Weddings .....\$800
- Deck and Riverside without Sanctuary .....\$150 (hourly with min of 2 hours/access to bathroom only)

### Additional information:

- We are pleased to offer the services of our Minister and lay chaplain for life milestone events. Fees are additional, payable directly to the minister or lay chaplain. Please refer to website or ask us for details.
- All events require a \$200 deposit which must be received to confirm and guarantee the event.
- Full payment required within 7 days of the event.
- 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.

### Payment information:

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

Make cheques payable to **First Unitarian Universalist Church of Winnipeg** or e-transfer to [office@uuwinnipeg.mb.ca](mailto:office@uuwinnipeg.mb.ca).

Please indicate event date and name in the notes for the e-transfer:

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**Building Renter**

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**Rentals Events Director**

## **COVID RENTAL REQUIREMENTS**

1. No more than the approved provincial covid guide for gatherings inside and outside the building. Physical distancing requirements mean a 6-foot space between chairs and tables. Exceptions are for family units who are not physical distancing. Approximate capacity for theatre style seating is 33 with 6-foot distancing. Renter is to ensure appropriate physical distancing event layout and advise the Church in advance of room set up.
2. Renter is to maintain accurate contact list for all guests in attendance for a minimum of three weeks in compliance with governmental contact tracing requirements for social events.
3. Renter is to supply a person to act as entrance "host" to ensure all guests obtain hand sanitizer upon entering building. Renter is to supply own hand sanitizer for guest use throughout the event. If not supplied, there will be a surcharge of \$10 for use of church hand sanitizer.
4. Food and beverage are limited to the following:
  - a) Catered box lunch /snack/dinner served to guests or packaged snack items, no buffet set up.
  - b) Beverages must be packaged: bottles of water, canned drinks, catered containers of coffee with individual cream/sugar.
  - c) No communal foods, condiments, serving utensils, no buffet set up.
5. Off-site rentals of tables or chairs are not allowed at this time. The building is not open for delivery or pickup. Special arrangements may be made for an additional cost only if specific delivery and pick up times can be confirmed.
6. Renter is to supply all linens and remove at end of event. There is no option for pre-event delivery or post-event pickup as the building is not open.

**I understand and acknowledge my responsibility and accountability to adhere to all COVID requirements.**

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**Renter's signature**

## **GENERAL 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. A Rental Events Supervisor will be present at events and available throughout the event. The Rental Events Supervisor is responsible for the setup, supervision and cleanup of rental events.
5. Painters' masking tape is the only acceptable item that is permitted to hang up decorations. Thumbtacks, pins, nails, etc. are prohibited from being used.
6. 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.
7. 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.
8. The First Unitarian Universalist Church of Winnipeg has approximately 45 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.
9. Smoking or vaping is not permitted anywhere on the property.
10. Rice and confetti are not permitted to be thrown anywhere on the property.
11. Large amounts of empty beer, wine, and soft drink cans and bottles are the renter's responsibility to remove from the premises.