



Grace United Church

120 Pine Street, Gananoque, Ontario K7G 1C7

Phone: 613-382-2161

Laurie Cadue; Church Administrator

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REQUEST FOR USE OF CHURCH FACILITIES

FACILITIES REQUESTED	FEE
<ul style="list-style-type: none"> • Hall and use of kitchen to make tea/coffee** • Hall plus kitchen to be used to serve a meal <i>(Includes Personnel for Set-up/Clean-up/Open/Close)</i> • Use of Sanctuary for Concert or another event <p>**A representative of the Church must be present for the use of the Kitchen & Equipment</p>	<ul style="list-style-type: none"> • \$60 • \$200 • TBD*
<ul style="list-style-type: none"> • Church Hall for classes/groups • Church Hall with Tables & Chairs for class or meeting. 	<ul style="list-style-type: none"> • \$20 session (max 3hrs) • \$120/day
<ul style="list-style-type: none"> • Reception Committee requested to serve luncheon 	<ul style="list-style-type: none"> • \$150 plus
<ul style="list-style-type: none"> • Sanctuary for Celebration of Life or Funeral Service • Minister/Officiant • Organist • AV (Operator if Needed) • Personnel to Open/Close and/or Operate Elevator <p><i>(Note: If you are booking the service through a Funeral Home, the Funeral Director will have the list of honorariums and discuss these fees with you.)</i></p>	<ul style="list-style-type: none"> • Donations Appreciated • Min \$300 • Min \$200 • \$100 • \$100

TBD* = FEE To be Determined by Stewards

Health and respect for others. Due to the ever-changing situation with COVID etc., there may be rules implemented regarding healthy and safety matters (Masks) and all users will be required to follow the guidelines set out by the Public Health Unit.

We appreciate your cooperation.

All requests must be approved by the board of Stewards of Grace United Church.

Facility users are expected to respect all church property and maintain a safe clean environment. If there is any damage to church property, the Renter will be held responsible for the repair or replacement. **If there is an issue, church personnel or Rental Coordinator must be notified as soon as possible.**

Weddings with Rev. Takouhi must be completed using this link.

<https://revtakouhi.ca/weddings/>

Funeral Receptions take precedence over all other events (except Weddings).

Regular hall users will be notified as soon as possible if there is a conflict.

Fees are determined by the Board of Stewards of Grace United and may change at any time.

Contracts signed prior to fee change will be honored.

Thank you for considering Grace United Church for your event.

This Form must be returned to the Grace United Church for approval.



NAME OF ORGANIZATION/INDIVIDUAL: _____

EVENT: _____

DATE OF EVENT: _____

TIME: _____

REPEAT EVENT: _____

FACILITIES & EQUIPMENT BEING REQUESTED: _____

OF TABLES/CHAIRS REQUIRED: _____

COFFEE / TEA POT REQUIRED: _____

Use the back of this form if more information is required.

**Proof of Insurance is required by all renters.
Insurance may be purchased through Grace United Insurance provider.**

Name of contact person who assumes responsibility for the activities, welfare or participants and care or facilities on behalf of the event and whose signature appears in the waiver of this application. If a key is required, the key to be returned to the Rental Coordinator or church office immediately following the event. (Please print and sign below)

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____

EMAIL: _____

SIGNATURE: _____

Fill in table below, with fees from page 1 – If unsure, leave blank.

Facilities Requested	FEE
Hall ___ / Sanctuary ___ / Kitchen ___	
Custodian Fee	
Honorarium(s) Minister ___ / Organist ___ / AV Team ___	
TOTAL	

OFFICE USE

Notification; (By whom) _____ Approval: (Y / N) _____ Date: _____
 (Those notified) Stewards: _____ Custodian: ___ Minister _____ Organist: _____
 Conflicting Activities: _____ Total Fee: _____