

Unity of New Westminster Rental Agreement

1630 Edinburgh Street, New Westminster, BC V3M 2W8

ACCESSIBILITY

Unity of New Westminster does not have full wheelchair access to the Sanctuary. A chairlift is available for those who have difficulty with stairs.

RENTER RESPONSIBILITIES

- The renter is responsible for event setup and for returning the rented areas to their original condition.
- Food and beverages are permitted in the Kitchen and Hall only. No food or beverages are permitted in the Sanctuary.
- Smoking is not permitted inside the building. Exterior doors must remain closed while smoking outside, and cigarette butts must be placed in the provided ashtray.
- Tables must be wiped clean. Chairs, tables, decorations, staging, and equipment must be returned or removed after the event.
- If the kitchen is used, counters must be wiped, food removed, dishes cleaned, and items returned to their original locations.
- If food has been served in the Community Hall, the floor must be swept before leaving.
- All garbage, compost, and recycling must be removed from the premises at the end of the event. Failure to do so will result in a deduction from the security deposit.
- Coffee machine, interior lights (except entrance lights), and fans must be turned off. The thermostat by the kitchen entrance must be returned to 15°C.
- All doors and windows must be closed and locked when leaving.

PROPERTY, STORAGE & LIABILITY

- The renter is responsible for storing or removing the group's belongings. Any approved stored items must be clearly labelled with the group name.
- Unity of New Westminster is not responsible for loss of personal or group property left or stored on the premises.
- The renter is responsible for Security to the building or property caused by members of their group or guests.
- Groups are strongly encouraged to carry their own insurance coverage.
- The renter is responsible for identifying and securing any items that may pose a risk to children.
- Unity of New Westminster is not responsible for injury to members or guests of the renting group.

ALCOHOL

Alcoholic beverages are permitted only when the renter has obtained the required liquor licence. A copy of the licence must be provided to Unity of New Westminster before the event. The renter is responsible for the conduct of guests consuming alcohol.

AUDIO/VISUAL SERVICES:

A/V equipment is available onsite for operation by the renter's technician or contracted A/V provider.

Anyone operating the equipment must first be shown how to use it by an authorized Unity of New Westminster representative. Equipment requirements and access must be confirmed in advance.

CATERING. Outside caterers are permitted. Kitchen facilities are available to support catered events, with access and requirements confirmed in advance.

RENTAL DETAILS

Renter / Organization:	
Event Date(s):	
Area: ☐ Hall (includes kitchen) ☐ Sanctuary	
Start Time:	End Time:
Primary Contact: Phone: Email:	

Rental	First 2 Hours	Additional Time
Sanctuary - one-time use (weddings, celebrations of life, etc.)	\$250	\$125/hour
Sanctuary - recurring use	\$200	\$100/hour
Community Hall - single use	\$90	\$40/hour
Community Hall - recurring use 4 rentals minimum	\$80	\$35/hour
Community Hall - non-profit rate	\$35/hour	Confirm at booking

DEPOSITS

- **Security deposit:** \$200, refundable.
- **Booking deposit:** 50% of the rental fee is required to secure the booking.

CANCELLATION

- **More than 14 days before the event:** The booking deposit and Security deposit will be fully refunded.
- **14 days or less before the event:** 50% of the **booking deposit** will be refunded. The **\$200 Security deposit** will be fully refunded.
- If Unity of New Westminster cancels the rental, all amounts paid by the renter will be fully refunded. Refunds will be issued within 5 days.

OTHER INFORMATION / SPECIAL REQUESTS

AGREEMENT

Rental fee for the dates and times stated above: \$_____

Primary Contact Signature:_____

Date:_____

Unity of New Westminster: _____

Date:_____

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