

UNITY OF NEW WESTMINSTER | RENTAL AGREEMENT

1630 Edinburgh Street, New Westminster, BC V3M 2W8 | 604-526-1421 | unity-newwest@unityofnewwestminster.org

RENTAL DETAILS

Renter / Organization:	
Primary Contact:	
Phone:	
Email:	
Event / Purpose:	
Event Date(s):	
Rental Area:	☐ Community Hall (includes kitchen) ☐ Sanctuary
Event Time:	Start: _____ End: _____
Expected Attendance:	

RENTAL RATES

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 & PAYMENT

Rental fee for dates/times above:	\$ _____
Security deposit:	\$200 refundable
Booking deposit:	50% of rental fee
Total received at booking:	\$ _____
Balance remaining:	\$ _____

To secure the booking: a \$200 refundable security deposit and 50% of the rental fee are required.

Refundable Security Deposit:

The \$200 refundable security deposit covers additional cleaning, damage, resetting of audio/visual equipment, or other costs resulting from failure to follow the terms of this agreement, including noise or disturbance complaints. The deposit will be returned after the facility and equipment have been checked, less any applicable charges.

RENTAL TERMS & CONDITIONS

These terms form part of this Rental Agreement.

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.
 - Renters are responsible for ensuring that noise from their event does not unreasonably disturb neighbouring residents.
 - 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.
- Do not use Unity's indoor or outdoor bins for event waste.**
- 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

- 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.

SAFETY AND RESPONSIBILITY

The renter is responsible for organizing and supervising their event and ensuring that guests use the facility and equipment safely. Unity of New Westminster is not responsible for injuries, loss, or damage caused by the renter's activities or by the actions of the renter or their guests, except where Unity of New Westminster is legally responsible.

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 EQUIPMENT

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.

OTHER INFORMATION / SPECIAL REQUESTS:

CANCELLATION & SIGNATURES

Please retain a copy of the completed agreement.

CANCELLATION

- **More than 14 days before the event:** Booking deposit and security deposit fully refunded.
- **7–14 days before the event:** 50% of the booking deposit refunded. Security deposit fully refunded.
- **Less than 7 days before the event:** Booking deposit is non-refundable. Security deposit 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.

AGREEMENT

By signing below, I confirm that I have read and agree to the rental terms and conditions in this agreement, including the rental fee, deposit requirements, cancellation policy, and renter responsibilities.

Renter / Organization:	
Primary Contact - print name:	
Primary Contact Signature:	
Date:	
Unity of New Westminster representative - print name:	
Signature:	
Date:	

OFFICE USE

Booking confirmed:	☐ Yes ☐ No	Calendar updated:	☐ Yes ☐ No
Security deposit received:	\$ _____	Booking deposit received:	\$ _____
Balance received:	\$ _____	Date received:	_____
Key / access arrangements:			
A/V orientation required:	☐ Yes ☐ No	Completed:	☐ Yes ☐ No
Liquor licence required:	☐ Yes ☐ No	Copy received:	☐ Yes ☐ No