UNITY OF NEW WESTMINSTER RENTAL TERMS & CONDITIONS

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rental-inquiries@unityofnewwestminster.org

These terms apply to facility rentals at Unity of New Westminster. Complete the online Rental Application & Agreement form to provide event details and confirm acceptance of these terms. All rental times must include setup, decorating, the event, cleanup, and removal of belongings.

Rental Spaces and Rates

Rental Space (minimum 2 hours)	First 2 Hours	Additional Hours
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

Note: Sanctuary rentals include use of the Community Hall.Minimum rental period: two hours. Sanctuary rental includes the Community Hall and kitchen facilities. Community Hall rental includes kitchen facilities.

Deposits, Payment And Booking

- To secure a booking, a $200 refundable security deposit and a booking deposit equal to 50% of the rental fee are required.
- The remaining rental balance and payment arrangements will be confirmed by Unity. A booking is confirmed only when Unity has approved it and the required payment has been received.
- The refundable security deposit covers additional cleaning, damage, resetting of audio/visual equipment, and other costs arising from failure to follow these terms, including noise or disturbance complaints. The deposit is returned after inspection of the facility and equipment, less applicable charges.

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, supervision, and 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; cigarette butts must be placed in the provided ashtray.
- Music and event noise must remain reasonable at all times and must not disturb neighbouring residents. After 10:00 PM, noise levels must be significantly reduced.
- Wipe tables clean; return or remove chairs, tables, decorations, staging, and equipment after the event.
- If the kitchen is used, wipe counters, remove food, clean dishes, and return items to their original locations. If food has been served in the Community Hall, sweep the floor before leaving.
- Remove all garbage, compost, and recycling from the premises at the end of the event. Do not use Unity’s indoor or outdoor bins for event waste. Failure to remove event waste may result in a deduction from the security deposit.
- Turn off the coffee machine, interior lights (except entrance lights), and fans. Return the thermostat by the kitchen entrance to 15°C. Close and lock all doors and windows when leaving.

PROPERTY AND STORAGE The renter is responsible for storing or removing the group's belongings. 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 the 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 guests, except where Unity of New Westminster is legally responsible.

ALCOHOL Alcoholic beverages are permitted only with prior approval and the required BC Special Event Permit. The renter must obtain the permit, comply with its requirements, and provide Unity of New Westminster with a copy 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. Unity does not provide event A/V operators or food-service staff.

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

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 non-refundable; security deposit fully refunded.
- If Unity of New Westminster cancels the rental: all amounts paid by the renter will be fully refunded within 5 days.

Acceptance Of Terms

By submitting the online Rental Application & Agreement form and selecting the required acceptance checkbox, the renter confirms that they have read, understood, and agree to these Rental Terms & Conditions. Unity will retain the application and acceptance record.