

St. Thomas Anglican Church
Cost Recovery Charge — Rental Agreement 2025

St. Thomas Anglican Church Stittsville

1619 Stittsville Main St.
Stittsville, ON
K2S 1B2

Email: stthomasstittsville@gmail.com

Phone: (613) 836-5741

Contact Name:

Account #: 4710-

Name of Organization:

Email:

Address:

Postal Code:

Cell Phone:

Work Phone:

Room

2025 Rates*

- | | |
|---|--|
| <input type="checkbox"/> Church Proper | \$55/hr |
| <input type="checkbox"/> Kitchen only | \$50/hr |
| <input type="checkbox"/> Coffee Privileges | Price depending on the service requested |
| <input type="checkbox"/> Council Room | \$35/hr |
| <input type="checkbox"/> Sunday School Room | \$35/hr |
| <input type="checkbox"/> Front parking area: 1 spot | \$5/day \$25/month |
| <input type="checkbox"/> Main Hall with no Kitchen Access | \$51.25 (less than 100 people) |
| <input type="checkbox"/> Main Hall with full kitchen privileges | \$70/hour (less than 100 people) |

*Rate will increase if over 100 people attend and will be indicated below under the rental fee.

Continuous Booking Period?

Start Date:

End Date:

Yes

No

Start Time:

End Time:

Number Attending the Event:

Rental Rate:

Rental Fee: (hours X Rental Rate)

Damage Deposit: **\$150.00 PAID IN CASH**

Paid:

Type of Activity:

We agree to protect, indemnify, and hold harmless the Diocese of Ottawa and St. Thomas Anglican Church from any and all loss, costs, damage, or expense, arising from our use of the premises or any accident or other occurrence on or about these premises, causing injury to any person or property. We recognize that we are fully liable for any damage to Church property and are fully responsible for the safety of our organization's personnel. We will protect, indemnify, and hold harmless the Diocese of Ottawa and St. Thomas Anglican Church from any and all claims, costs, or expenses arising from any requirements and provisions agreed to and outlined in the Church Cost Recovery Information Sheet and required by law or ordinance, during the period of use.

Anyone not directly related and sponsored by St. Thomas Anglican Church, Stittsville must present evidence of insurance (in amounts not less than two million dollars (\$2,000,000.00) naming The Anglican Diocese of Ottawa and The Anglican Bishop of Ottawa as an additional insured.

Cost recovery charges are payable on or before the day of use of the premises. For ongoing use, cost recovery charges are payable at the beginning of each month before occupancy or time agreed upon of invoice dates. **Cheques must be made out to St. Thomas Anglican Church.** Cost recovery charges payments not arriving at the Parish Office as stated will result in the agreement becoming void and the cancellation of privileges. Other methods of payments include E-transfer, debit, or credit options.

People who book the building regularly are responsible for extinguishing all lights, locking all doors in the building, and arming the security system if they are the last to vacate the premises. Failure to do so will result in one warning and then cancellation of privileges and payment of any fines incurred as a result of their failures.

Cost recovery charges cover the use of the building facilities as listed on the contract. Any person parking on the St. Thomas Anglican Church, Stittsville property does so at their own risk. The Church is not responsible for any theft or damage occurring in the parking lot.

All Church-sponsored events and Services have priority for use of the building; therefore, you will be informed if there is a cancellation. **All dates are subject to prior availability.** St. Thomas Anglican Church will endeavour to give as much notice of cancellation as possible. **CANCELLATION DATES FOR THIS YEAR. December 24-25, 2025; February 18; Holy Week: Sun, March 29, 2026 – Sun, April 5, 2026; Third Saturday of every month.**

- **Baby Grand Piano will be moved by our facility team members ONLY.**
- **Walls may NOT be used for display purposes unless permission has been given**
- **Windows are NOT to be opened or covered**
- **Parking is NOT permitted in front of the Church Entrance**
- **A copy of Insurance MUST be provided before obtaining a key**
- **All Garbage must be removed and taken with you at the end of your event. A \$25.00 fee will be charged if garbage has not been removed.**
- **All recycling must be removed and taken with you at the end of your event. A \$25.00 fee will be charged if recycling has not been removed.**
- **Please bring your own linens to clean up counters and dishes at the end of the evening.**
- **Floors should be swept and mopped clean, left in the condition you found them.**

If you have any trouble, please contact one of our wardens: Pat McNally – 613-831-0968 or Rick Anderson – 613-552-9193.

Signature of person responsible for use

Carolyn Cheer

Signature for St. Thomas Church

Print Name

Carolyn Cheer

Print Name

Date

Date

Pat McNally

Signature of St. Thomas Member of Corporation

Pat McNally

Print Name

Date