

RENTAL CONTRACT

Date			
Event Date(s)			
Time of Event (s)	Arrive	Depart	
Room(s) Required:			
Organization			
Organization Phone Number			
Organization Email			
Address			
	Street	City	Province
			Postal Code
Contact Name			
Contact Phone Number			
Contact Email			
Address*			
	Street	City	Province
			Postal Code

Signed (Renter) _____ Date: _____

Signed (St. Barnabas Official) _____ Date: _____

For Office Use:

Event(s) Confirmed	Y <input type="checkbox"/> N <input type="checkbox"/>	Insurance Received	Y <input type="checkbox"/> N <input type="checkbox"/> N/A <input type="checkbox"/>
Space(s) Booked	Sanctuary <input type="checkbox"/> Hall <input type="checkbox"/> Library <input type="checkbox"/> Kitchen <input type="checkbox"/> Meeting Room <input type="checkbox"/>		
Facilitator		Confirmed	Y <input type="checkbox"/> N <input type="checkbox"/>
Maintenance		Confirmed	Y <input type="checkbox"/> N <input type="checkbox"/>
Security Code		Code Acquired By	
Code Acquired By		Code Acquired By	
Equipment Required			
Fee			



IMPORTANT NOTICE

Before making a reservation, please carefully review the terms and conditions outlined below. Any reservations made with St. Barnabas constitutes a binding agreement signifying your acceptance of, and your agreement to follow, these terms and conditions outlined below, and to be bound by them.

INSURANCE

St. Barnabas requires proof of general liability and tenant’s legal liability coverage. Forms may either be faxed to 403-527-7797 or mailed to the above address.

INSURANCE CONTINUED

The renter accepts the premises as is and the risk of damage or injury (due to accident) which may occur on site. Renter agrees to abide by our rules and regulations. We do not allow smoking in the building.

DEPOSIT AND FINAL PAYMENT

Deposit must be received with this contract to secure your booking. Cheques will be accepted with mailed contract if postmarked up to 14 days prior to booking date. Final payment is due upon receipt of invoice on the final day of booking unless otherwise arranged.

FACILITY INFORMATION

We ask that you treat our facility with respect and leave it as you found it. We understand accidents happen. If something breaks, please report it to the office. Any damage beyond normal wear and tear is subject to extra charges.

Notes:

*Required if the function is not headed by an organization.