# **Emmanuel Baptist Church**

I hereby request the use of Emmanuel Baptist Church as outlined below:

Box 43, 162 Railroad Ave W, Morris, MB ROG 1K0 Phone - (204) 746-8790 E-mail - emmanuelmorris.office@gmail.com

www.morrisemmanuel.com
@emmanuelbaptistchurchmorris

### @emmanuelba @morrisebc

## **Emmanuel Baptist Church Rental Agreement**

CONTACT PERSON: \_\_\_\_\_ PHONE #: \_\_\_\_\_\_

EMAIL: \_\_\_\_ CELL #: \_\_\_\_\_

NAME OF RENTAL GROUP: \_\_\_\_ PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_ POSTAL CODE: \_\_\_\_\_

RENTAL EVENT: \_\_\_\_\_\_ TIME: \_\_\_\_\_\_ to \_\_\_\_\_ church closed

Set up and/or decorating can take place the day before the event, as arranged with the EBC Rental Coordinator (unless conflicting with a church event or ministry).

#### **RENTAL FEES:**

RENTAL	FEES	FEES	INCLUDES:	CARETAKERS RESPONSIBILITIES	RENTERS RESPONSIBILITIES
SANCTUARY	\$150		- Sanctuary - use of tables in the sanctuary or foyer - Sound equipment with a sound tech (preferably from EBC) - Screen, ceiling mounted PowerPoint projector, PowerPoint tech (must be from EBC) Renter is responsible for honorarium / payment to PowerPoint/sound techs	- caretaker will clean north bathrooms, baby room and the sanctuary, balcony, foyer, north foyer & stairs carpets and any glass in sanctuary.	Renter must return any item in the sanctuary to its original place (if an item is damaged or stolen the renter will be responsible for the replacement of the item) Piano and organ are not to be moved. EBC computer must be used for PowerPoint. Renter must coordinate with Computer Tech ahead of time to ensure that videos, powerpoint, songs, etc. are in the proper format for the EBC computer, and sent in sufficient time to be set up for event.
FELLOWSHIP HALL	\$150 (1-100 people) \$250 (101-300 people)	For the rental of the Sanctuary, Fellowship Hall & Kitchen \$325 (1-100 guests) \$475 (101-300	- Fellowship Hall - Washrooms & main foyer - Tables, chairs & coat racks	- caretaker will put away tables & chairs, clean of floors, empty garbages, clean the main foyer & hallway, bathrooms & glass	Renter will clear tables and stack chairs     If risers are used, renter will return them to the appropriate storage     Any items not belonging to the church must be taken away immediately following the event (unless special arrangements are made with the caretakers)
KITCHEN	\$50 + \$1 per person over 50 to a maximum of \$200	guests)	- includes use of sinks, stoves, refrigerators, coffee perks, cutlery, dishes, cups, saucers, kitchen utensils.  - Also includes use of commercial dishwasher. There will be someone available to train if requested.  - Please note: rental DOES NOT include the use of table cloths, tea towels or dish cloths.	- caretaker will wash the kitchen floor & take out the garbage.	- Renter will make sure the kitchen is left clean and items put away as they were.
SOUND/ POWERPOINT/ VIDEO EQUIPMENT (Fellowship Hall)	\$50		Sound/PowerPoint/Video equipment in the Fellowship Hall - includes microphone, speakers, powerpoint, and DVD player.	- Caretaker will set up & take down equipment.	- if any damage occurs to the equipment during the event the renter is responsible for the replacement cost.

#### **FUNERAL COSTS:**

FUNERAL COSTS	SANCTUARY	FELLOWSHIP HALL	KITCHEN
There will not be any rental fees charged for a funeral, however Caretaking fees must be paid according to the areas rented and used. (Therefore if the entire church is used the fee will be \$250.)	\$75	\$150	\$25
	Caretaker Fee	Caretaker Fee	Caretaker Fee

A. Fee Summary - Facilities Please note: if you would like to reagreement, please inquire at the co	nt a room in the church hurch office for availabi	not listed in this rental lity and price.
Sanctuary	_ \$150.00	
Fellowship Hall (1-100 people)	_ \$150.00	
Fellowship Hall (101-300 people)		
Kitchen (\$50.00 + \$1.00 per person over 50 people) (maximum \$200.00)	\$????	
OR		
Sanctuary, Fellowship Hall, & Kitchen (1-100 people)	_\$325.00	
Sanctuary, Fellowship Hall, & Kitchen (101-300 people)	_\$475.00	
OR		
Sanctuary (Funeral)	_\$ 75.00	
Fellowship Hall (Funeral) (1-100 people)	\$150.00	
Kitchen (Funeral)	\$ 25.00	
B. Fee Summary - Equipment		
Sound/Video/PowerPoint	\$50.00	
(included in funeral rentals)	TOTAL	

#### **TERMS & CONDITIONS:**

- Applicant is responsible for any damage that occurs during the event.
- The church facility is to be left as it was found, including returning any items that were moved.
- No smoking or consumption of alcohol is allowed in the building or on the property.
- No confetti is to be used on the church property (inside or outside of the building).
- Events must be finished by 10:00p.m. to allow for clean up.
- Where a caterer is involved, the kitchen must be cleaned and vacated in preparation for services or activities that may occur the following day.
- The facilities exist to honour and glorify God, and activities which dishonour God will not be permitted.

The church facility will not be officially booked until this rental agreement has been filled out e

	,	,	nvoices will be sent to business
-		,	sonal/private rentals may receiv
		can be made payable to EM	
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I would like	to rent the FRC facility i	understanding my rental respo	onsihilities
		e above terms, conditions and	
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	Name (Printed)	Signature	Date
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