



612 Columbia St.  
New Westminster, BC V3M 1A5  
Phone: (604) 544-5035  
e-mail: info@fivestoneschurch.com

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## Rental Agreement

**Hall Accommodations:** Seating for up to 100 people. Fellowship hall includes kitchenette with fridge storage.

**Booking/Damage Deposit Policy:** A \$100.00 deposit is required to confirm the booking, and an addition \$100.00 for Audio Visual if that is needed. This will be refunded to you after your event, if there is no damage. For any damage to the building you will be responsible for the cost of the repairs, with no refund on the damage deposit.

**Terms of Payment:** Full payment is required at least one week prior to all functions. We gladly accept cash, or personal cheques. Any additional charges incurred during the actual rental must be paid upon receipt of invoice.

**Liquor:** A liquor permit must be obtained from the Liquor Control Board of British Columbia and posted in the hall during the event. (Liquor permits can be purchased at most liquor stores)

**Smoking:** Five Stones Church is a non-smoking building. There shall be no smoking within three meters from door, as per City of New Westminster Bylaw No. 6282.

**Decorating Policy:** No decorations are permitted on the wall. Confetti, sparkles, glitter, or rice are not allowed in the hall or on Five Stones Church premise. Floating candles or enclosed candles are allowed.

**Prices:** Prices are subject to change without notice. Applicable taxes will apply.

<b>Monday-Saturday 9am-10pm</b>	<b>Sanctuary/Fellowship Hall</b>
4 hour rental block (includes set-up and Clean up time)	<b>\$300.00</b>
Each additional hour	<b>\$100.00</b>
A <b>\$100.00</b> cleaning fee will be taken from the deposit, if the rooms are not returned to the original condition.	

<b>Additional Rental Fees</b>	
Sound system includes sound technician	\$100.00
Projector and Screen	\$50.00
Coffee machine w/coffee	\$30.00



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**Rental Request Form**

Date of Event:	
Date of Application:	
Contact Person:	
Mailing Address:	
Phone number:	
E-mail:	
Company (if applicable):	
Type of Event	
Time of Event	Open: _____ Close: _____
Number of People	
Additional Rental (please check):	
<input type="checkbox"/> Sound System <input type="checkbox"/> Projector/Screen <input type="checkbox"/> Coffee	
Special instructions:	

**Rental Charges**

Room Rental Fee:	\$
Additional Fees (specify items):	\$
Total Rental Fee:	\$
Booking Deposit:	\$      Receipt #:
Balance (due one week prior to the event)	\$
Total Payment received:	\$      Receipt #:
Signature	
Event Supervisor	



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## Facility Rental Contract

### Persons renting the facilities of Five Stones Church agree to the following:

1. To provide supervision of the event, in order that uninvited persons are not in attendance. Must have a guest list and a controlled number.
2. To set up the tables and chairs for your function.
3. To clear the tables, dishes, glasses, garbage, etc. Any broken items will be charged to the renter.
4. To clean up hall, wash any used glasses and dishes, and sweep floors.
5. To place tables and chairs in their original position.
6. To remove decorations and personal items from the premises before leaving.
7. To acquire suitable liquor permit and to follow pertinent regulations and laws. The permit must be in the name of the person booking the hall. Copy of the license must be posted in the hall during the event. Only liquor, wine, or beer purchased on the permit may be sold or served on these premises. It is strongly recommended that servers have participated in a "Serve it Right" & "Food Safe" program. It is strongly encouraged that you have courtesy rides available for your guests.
8. All evidence of service and consumption of liquor shall be immediately removed as of the expiry of the license.
9. Absolutely no drinking is permitted outside of the building.
10. The renter must take all unused liquor, wine, or beer and empty returnable mix bottles before leaving the premises of Five Stones Church. If said liquor, wine, beer or empty returnable mix bottles are not removed it shall become the property of Five Stones Church and will lose the booking deposit
11. The Five Stones Church building is a non-smoking building. There shall be no smoking within three meters from door, as per City of New Westminster Bylaw 6282.
12. Music must stop by 10:00pm. All persons must be out of the building by 10:30pm, or additional charges will apply.

I hereby deposit the sum of \$\_\_\_\_\_ as a deposit against any damage being done to the said premises or equipment during my occupancy. The cost of repairing any such damage or the amount of any additional rental may be charges to such deposit and I agree to be responsible for any deficiency. The balance of the deposit after any such deduction or the entire deposit, if no deductions are required, shall be returned to me after the above date.

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Date of Rental: \_\_\_\_\_ Print name: \_\_\_\_\_  
Date Contract Signed: \_\_\_\_\_ Signature: \_\_\_\_\_