

# EBC Rental Agreement

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

Contact Person: \_\_\_\_\_ Phone #: \_\_\_\_\_

Email: \_\_\_\_\_ Cell#: \_\_\_\_\_

Name of Rental Group: \_\_\_\_\_ Phone #: \_\_\_\_\_

Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Rental Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event (Actual): \_\_\_\_\_ To \_\_\_\_\_

Time of Rental (Open for set up/decorating): \_\_\_\_\_ To \_\_\_\_\_

*Set up can take place the day before the event if there are no conflicting events or rentals.*

*Please contact the Rental Coordinator for details and availability.*

Area	Includes	Caretakers Responsibilities	Renters Responsibilities	
<b>Sanctuary</b>	<ul style="list-style-type: none"> <li>Sanctuary</li> <li>Use of tables in the sanctuary or foyer</li> <li>Sound equipment with a sound tech (preferably from EBC)</li> <li>PowerPoint (Tech must be from EBC)</li> <li>Renter is responsible for honorarium /payment to PowerPoint/ Sound Techs</li> </ul>	<ul style="list-style-type: none"> <li>Caretaker will clean area.</li> </ul>	<ul style="list-style-type: none"> <li>Renter must return any item in the sanctuary to its original place. Damaged or lost EBC items are the renter's responsibility to replace.</li> <li>Piano and Organ are not to be moved.</li> <li>EBC computer must be used for the PowerPoint.</li> <li>Renter must coordinate with the Tech ahead of time to <b>ensure that videos, PowerPoint, songs, etc. are in the proper format.</b></li> </ul>	<b>Sanctuary:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Will you have Power Point during the service?</li> <li><input type="checkbox"/> Will there be other media played during the service?                             <ul style="list-style-type: none"> <li><input type="checkbox"/> CD</li> <li><input type="checkbox"/> MP3 on Flash Drive</li> <li><input type="checkbox"/> Other Format</li> </ul> </li> </ul>
<b>Fellowship Hall</b>	<ul style="list-style-type: none"> <li>Fellowship Hall (minus the area in use by the Busy Nest Daycare)</li> <li>Washrooms &amp; Main Foyer</li> <li>Tables, Chairs, and Coat Racks</li> </ul>	<ul style="list-style-type: none"> <li>Caretaker will put away tables &amp; chairs.</li> </ul>	<ul style="list-style-type: none"> <li>Renter will clear tables and stack chairs.</li> <li>Any items not belonging to EBC must be cleared away.</li> </ul>	<b>Fellowship Hall</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> _____ People (# for table set up)</li> <li><input type="checkbox"/> Catered                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Yes: Contact Name and Phone # _____</li> <li><input type="checkbox"/> No</li> </ul> </li> <li><input type="checkbox"/> Additional Tables:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Buffet Serving Table(s)                                     <ul style="list-style-type: none"> <li><input type="checkbox"/> 1</li> <li><input type="checkbox"/> 2</li> </ul> </li> </ul> </li> <li><input type="checkbox"/> Beverage Table</li> <li><input type="checkbox"/> Dessert Table</li> <li><input type="checkbox"/> Display Table(s)                             <ul style="list-style-type: none"> <li><input type="checkbox"/> 1</li> <li><input type="checkbox"/> 2</li> </ul> </li> </ul>
<b>Kitchen</b>	<ul style="list-style-type: none"> <li>Includes use of sinks, stoves, refrigerators, coffee perks, cutlery, dishes, cups, saucers, kitchen utensils.</li> <li>Includes use of commercial dishwasher. Training available if requested.</li> <li>Please note: Rental DOES NOT include the use of tablecloths, tea towels, or dish cloths.</li> </ul>	<ul style="list-style-type: none"> <li>Caretaker will wash the kitchen floor and take out the garbage.</li> </ul>	<ul style="list-style-type: none"> <li>Renter will ensure the kitchen is left clean and items put away as they were.</li> </ul>	
<b>Media (Fellowship Hall)</b>	Sound/PowerPoint/Video equipment in the Fellowship Hall - includes microphone, speakers, PowerPoint, and DVD player.	<ul style="list-style-type: none"> <li>Caretaker will set up and take down equipment.</li> </ul>	<ul style="list-style-type: none"> <li>If any damage occurs to the equipment during the event, the renter is responsible for the replacement cost.</li> </ul>	<b>Media</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Microphone &amp; Podium</li> <li><input type="checkbox"/> DVD &amp; Screen</li> </ul>

**Rental Fees:**

**Sanctuary**

\$150.00

**Kitchen**

1-100 People

\$50.00

101- 300 People

\$100.00

**Fellowship Hall**

1-100 People

\$150.00

101- 300 People

\$250.00

**Media**

\$50 (**Fellowship Hall**)

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 the return of any items moved.
- No smoking or consumption of alcohol is allowed in the building or on the property.
- Events must be finished by 10:00pm 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 and signed. Full payment is due within 30 days of the event. Private or personal rentals may receive an invoice upon request. Cheques can be made payable to Emmanuel Baptist Church.

***I would like to rent the EBC Facility, understanding my rental responsibilities. I understand, agree to, and accept the above terms, conditions, and fees.***

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Emmanuel Baptist Church  
Box 43, 220 Lucinda St. S, Morris, MB, R0G 1K0  
Phone: 204.746.8790

[www.ebcmorris.ca](http://www.ebcmorris.ca)  
[office@ebcmorris.ca](mailto:office@ebcmorris.ca)

Rental Coordinator: Teralea Purdy  
Cell: 431.742.9525

Office Hours: T-F 8:30am - 12:30pm