

Unity Spiritual Education Centre of Nanaimo Reservation Agreement

2325 East Wellington | Nanaimo BC | V9R 6V7 | P. 250 591-0775 | unitynan@shaw.ca

APPLICANT INFORMATION

Application Date:	
Applicant Organization Name:	
Contact Name:	Email:
Address:	Postal Code:
Phone #:	Fax #:

BOOKING INFORMATION

Location Address: 2325 East Wellington							
Building/Room:							
Intended Use:							
Start Date:				End date:			
Day of the Week:	M	T	W	T	F	S	S
Booking Description:	Example - 'n' # of hours on 'day of the week' for 'n' weeks						
Start Time:		End Time:					
FEE:	\$25.00/HR			Kitchen usage		No.	
Donation:		From					
Notes: .							
<p>I HAVE RECEIVED A COPY OF THE 'TERMS & CONDITIONS' AND AGREE TO ABIDE BY THEM.</p> <p>_____</p> <p>Signature & Date</p>							

Unity Spiritual Education Centre of Nanaimo Terms & Conditions

2325 East Wellington| Nanaimo BC | V9X 6V7| P. 250 591-0775 | unitynan@shaw.ca

ALL RESERVATIONS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS	
PREVIOUS AGREEMENTS:	The Reservation Agreement, based on the Application Date set out in the application Information portion of the agreement, supersedes and voids any previous written or verbal agreement.
FEE:	<p>The \$25.00/hr fee is due at time of booking. Cheques are to be made payable to Unity Church of Nanaimo and mailed or hand delivered to the Unity office at 2325 East Wellington, Nanaimo, B.C. V9X 6V7.</p> <p>A \$200.00 damage deposit will be taken at the time of booking. This will be at the discretion of the office. It will be returned within five days after the event.</p> <p>A \$50.00 fee will be charged for any NSF cheques and a <i>MINIMUM</i> charge of \$10.00 for any breakage of dishes.</p>
TERM:	The reservation agreement is only valid for the period stipulated from the 'Start Date' to the 'End Date' section of the Rental Agreement – Booking Information, unless otherwise specified in the Notes section.
RENEWAL	If requested to renew a reservation arrangement, the Church reserves the right not to do so.
CAPACITY:	Renters must abide by municipal regulations regarding the number of people allowed to occupy the space rented. (100 total in hall)
TO CANCEL:	No refund will be issued if less than 7 days notice is given. The full reservation fee will be returned to the individual or group upon receipt of written notice of the cancellation.
TO CONFIRM:	A signed Reservation Agreement, a copy of your insurance certificate, and payment must be received by Unity before a booking is confirmed.
INSURANCE/ LIQUOR:	You must get a Special Occasion Liquor License (from any BC Government Liquor Store) if you wish to serve alcohol. Present the six digit License Number to Unity Church Office Administrator BEFORE your event. Renters planning to serve alcohol must purchase Event Liability Insurance INCLUDING Liquor Liability Insurance in the amount of \$2 million adding UNITY CHURCH OF NANAIMO as an Additional Insured. A copy of the renter's Insurance Certificate must be provided to the Office Administrator BEFORE your event.
AVAILABILITY:	The individual/group is responsible for obtaining the key for access. The first person in must sign the register, then unlock the appropriate door. The last out must check that all doors are locked and then sign the log and lock the doors.
START/END TIMES:	<p>The individual/group on the Reservation are only entitled to occupy the space rented from that noted in the Booking Information section.</p> <p>Groups must be cleaned-up and out of the room by the End Time stated in the Booking Information section.</p>
WASHROOMS:	There are regular and accessible washrooms in the building.

ALL RESERVATIONS ARE SUBJECT TO THE FOLLOWING TERMS & CONDITIONS

KITCHEN:

There is a kitchen on the premises; it can't be used unless preauthorized. Kitchen usage includes basic cutlery, cups and plates; use of stove, microwave and dishwasher The dishwasher needs to be used exactly as directed in the attached information sheet. Please initial here that you are the one responsible for the operation of the dishwasher ___you have read the attached details on operation. Please note the dishwasher does not need soap and the dishes only need to be rinsed and no soap can be used in the process. Any repairs to the dishwasher will be the responsibility of the user group. Also any breakage will be deducted from damage deposit.
SERVNG FOOD? Y/N if yes Require Food Safe Certificate_____

CLEAN-UP:

Rooms (including kitchen) must be left in a clean, tidy and acceptable state. All groups must wipe down the tables, chairs and counters etc. Return all tables and chairs to their original positions. Turn down the heat, turn off all lights and lock all windows and doors.
All garbage generated by the user must be collected and removed off site. Failure to do an adequate clean-up will result in a minimum \$20/ hour surcharge being levied from the damage deposit.

LIABILITY:

Unity Church of Nanaimo is not responsible for lost or stolen items.

UNAUTHORIZED USE:

The 'Applicant' shall not permit any persons, groups or organizations not named in their Reservation Agreement to use or occupy the premises without the express written consent of the Church Office.

SMOKING

Smoking is not permitted on any Church property and buildings.

ALCOHOL

Serving Alcohol? Y/N if yes Require *Special Occasion Licence*___
*Party Alcohol Liability Insurance*___*Serving It Right Certificate*___

PETS

No animals or pets are allowed in our premises, with the exception of working dogs for the disabled.

Sign-in/Sign-Out:

Sign-in Time: _____ Signature: _____
Sign-out Time: _____ Signature: _____

PARKING:

There is plenty of parking.

RENTALS OFFICE:

Unity Spiritual Education Centre
2325 East Wellington
Nanaimo, BC V9X 6V7
P. 250 591-0775
E. unitynan@shaw.ca
Office Hours: Wednesday 9am-12:30pm &
Thursday 9:00 a.m.–5pm