



ST. MATTHEWS (KITCHENER) LUTHERAN CHURCH

RESERVATION FORM

Individual/Group Making Reservation: []

Contact Name (if applicable): []

Mailing Address: []

Tel. #/Email: []

Purpose of meeting/event: []

*** For wedding ceremonies, please see the "Getting Married at St. Matthews" marriage policy

Expected Attendance: []

Date(s): [] *Start/End Time(s): []

Date(s): [] *Start/End Time(s): []

Date(s): [] *Start/End Time(s): []

Doors Open at: [] Performance Time: []

Re-occurrence Notes: []

*Be sure to allow time for set-up and cleanup. It is your responsibility to clean up all areas used after your function.

Space Requirements/Requests:

Sanctuary Parlour Room 102 Fellowship Hall Kitchen (stove only)

Other Room(s) []

Equipment Requests: []

Organ** Grand Piano** Manhasset Stands (6 avail) Conductor's Podium

PA system required: ----- Church supplied: or User supplied:

** Subject to Dir. Of Music Approval, additional damage deposit may be required.

If you need to change or cancel your reservation, please contact Leanne Vanderhout at 519-742-0462 ext. 10 or email booking@stmattskw.com as soon as possible. Thank you.

[]

Requested donation for event: [] payable to St. Matthews (Kitchener) Lutheran Church.

\$300 cleaning/damage deposit + 50% rental deposit (\$100 minimum) to confirm booking. Balance & insurance due one week* prior.

Insurance & balance due: []

**ST. MATTHEWS (KITCHENER) LUTHERAN CHURCH
USE OF BUILDING POLICY & GUIDELINES**

Please read carefully

It is the practice of St. Matthews (Kitchener) Lutheran Church to welcome groups from within the Kitchener-Waterloo community to make use of its building and facilities. Normally these are non-profit community organizations whose meetings are open to persons wishing to participate in the organization's goals or activities. They are not necessarily Christian or religious, but St. Matthews does require that their principles not violate those St. Matthews strives to uphold.

If requested, a letter telling about the background, activities and building space needs of the group applying for the use of the building must be supplied prior to approval.

St. Matthews office requires written notice from the Applicant any time there is a change in the Applicant's name or address, or Applicant's contact person and telephone number or email address.

The agreement is not transferable.

St. Matthews may deny or revoke or cancel a facility use agreement by any group or organization at any time, with or without reason and that in the event of such revocation or cancellation there would be no claim or right to damages whatsoever. The date of the use may be changed by the Church should the building be required for Church purposes, in which case the Church would give a minimum of 48 hours notice.

*** Rental balance and proof of insurance must be provided to the church by noon, at least 7 days prior to the event. Failure to provide will automatically cancel the event** (if the 7 days prior falls on the weekend, the insurance is due the Friday before). Of the deposit, \$300 (damage/cleaning) *may* be refunded after the event if there is no damage, and no additional cleaning cost are incurred. The remainder of the deposit is non-refundable in the event of cancellation, failure to provide insurance, etc.

Initial to acknowledge deposit requirements:

Accessibility

St. Matthews is fully accessible with a street level access to St Matthews from Church Street followed by a lift up to the sanctuary level. The door has a big Trinity sign to the right. Also, there are a few parking spots on Church Street reserved for the handicapped. The washrooms are on the entry-level floor. If during the concert someone needs the facilities, it will be a trip down the lift then a return back to the sanctuary level.

Public Liability

- The Applicant is responsible for the supervision of its members, employees, volunteers and participants while they are on the premises. St. Matthews is not responsible for any personal injury sustained by the Applicant or any employee, member, volunteer, participant or other person who may be upon the premises or in the building or entrances for the purposes of attending a function of the Applicant. Risks of any such injury are hereby assumed by the Applicant who shall hold St. Matthews harmless and indemnified therefrom.
- The Applicant shall give St. Matthews prompt written notice of any accident or damage occurring on the said premises
- The Applicant shall be responsible to St. Matthews for any damage caused to the premises during their use of the premises. The Applicant will protect, indemnify and save harmless St Matthews, its servants or agents of and from all claims for damages that may arise out of the use of the land and premises of St.

Matthews including but not limited to damage to real or personal property, personal injury, infringement of copyright, defamation, criminal acts.

- Applicant will provide to St. Matthews (Kitchener) Lutheran Church by noon, **at least 7 days prior** to the event (if the 7 days prior falls on the weekend, the insurance is due by noon the Friday before), an insurance certificate indicating there is Commercial General Liability insurance in place for the event in the amount of \$2,000,000 and that St. Matthews (Kitchener) Lutheran Church is shown as additional insured. **Failure to provide this documentations will automatically cancel the event.**

Initial to acknowledge insurance requirements:

Fire & Safety

- No obstructing aisles or exits.
- Doors may **not** be propped open **at any time.**
- Large numbers of people attending will require a St. Matthews review of fire code restrictions prior to the event.
- Aisles in parking lots must not be blocked.

Security

Applicants must make sure that any facilities they have used are left as found and secured (even if other groups are still using other building areas). This includes (but is not limited to):

- windows are closed and locked
- lights are turned off
- outside doors are closed firmly and locked
- have your own ushers at the door to welcome guests
- restrict people movement to the space arranged for and ensure all participants have vacated the building with the rental is over
-

The St. Matthews representative designated in charge of the premises shall have the final say in all matters.

Drugs, Alcohol, Smoking or Nut Products

No drugs, alcoholic beverages, smoking or nut products permitted in the building or on church property.

Rooms and Equipment

The applicant is authorized to use only the specific space arranged and all its members must be restricted to this specific space. The space shall be left in the condition it was found in and no alteration of the space shall be permitted without the prior written approval of St. Matthew's representatives.

Applicant must:

- Use only specified room at the specified hours.
- Set up furniture before use if needed.
- Clean up and put away furniture after use.
- Use appropriate footwear for sports to avoid damaging floors.
- Arrange with St. Matthews before using any church equipment e.g., piano, audio/visual equipment.
- Arrange with St. Matthews before putting up decorations, stage sets, etc.
- Arrange with St Matthews before putting up notices or posters inside or on the grounds of the church.
- Use telephone for local calls only.
- Applicant must supply own food, beverages (all prepared *offsite*), table cloths, dishes, cutlery, small appliances, etc.
- The stoves may *only* be used for warming outside food, no other appliances available for use.

Activities

- No games of chance, lottery, gambling.

Consumables (food and beverage)

- No food or beverages may be prepared onsite.

I have read the use of building policy and terms for use of the facilities of St. Matthews Lutheran Church and hereby agree to abide by the terms and conditions as outlined:

 Signature of Acknowledgement
(signature of individual or representative requesting reservation)

 Date

Sanctuary	\$400	Rooms (up to 3 hrs)	\$35/hour
Fellowship Hall	\$125	Rooms 3-6 hrs	\$100 each
Kitchen	\$35	Room 6+ hrs: \$100+	\$25/hour
Add. Rehearsal	\$100	Rooms w/Sanc rental	\$50 each
Open/Close	\$45		
		PA System	\$60/hour
<i>Damage/Cleaning Deposit*</i>	\$300	Security	\$25/hour
		Custodial**	\$25/hour

* will be refunded after the event, if possible

** min one hour

-----Office use only-----

Organ/Grand Piano usage approved (date & initial) _____

Deposit amount:

Balance:

Damage Refund:

Received:

Received:

Mailed:

Chq #:

Chq #:

Chq #:

Initial:

Initial:

Initial:

Insurance Certificate #

Date Received: