

**KNOX UNITED CHURCH**  
**Rental Structure: November 2017**

(excluding weddings/receptions—refer to 'wedding policy booklet' March 2017)

**Use of Sanctuary for fundraising events:**

--\$25.00 per event, \$50.00 janitor

**Use of Hall: (space, tables, chairs)**

--receptions, anniversaries, birthdays: \$25.00 per event, \$50.00 janitor

--other events: --per hour: \$25.00

--greater than 4 hours \$100.00

--\$50.00 janitor

**Use of kitchen:**

--In relation to a booked event \$25.00, no janitor fee

--No other space required \$25.00 per occasion, janitor \$50.00

All bookings handled through \_\_\_\_\_

**ALL EVENTS/OCCASSIONS:**

--NO mounting objects/hangings on any walls

--NO application of tapes or adhesives

--all garbage/recycling/compost to be secured in appropriate bags before leaving

**BOOKING:** must be signed by appropriate personnel. (copy attached)

--Copies provided for:1) janitor,

2) renter,

3) office file, and

4) treasurer (with the payment)

**KNOX UNITED CHURCH**  
**Rental Agreement -- Hall and/or Sanctuary**

As per Rental fee structure September 2017

**Renter:** \_\_\_\_\_

Civic address: \_\_\_\_\_

Phone / email: \_\_\_\_\_

**Space requested: HALL** \_\_\_\_\_

**Date(s) / time(s) requested:**

From \_\_\_\_\_

To: \_\_\_\_\_

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

**SANCTUARY** \_\_\_\_\_

**Date(s) / time(s) requested:**

From \_\_\_\_\_

To: \_\_\_\_\_

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

**KITCHEN** \_\_\_\_\_

**Date(s) / time(s) requested:**

From \_\_\_\_\_

To: \_\_\_\_\_

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

**Signature of renter** \_\_\_\_\_ **date** \_\_\_\_\_

**Fees: Janitor \$** \_\_\_\_\_ **space: Hall \$** \_\_\_\_\_ **Sanctuary \$** \_\_\_\_\_ **Kitchen \$** \_\_\_\_\_

**Total Payment to be submitted \$** \_\_\_\_\_

**Signature on behalf of Knox United Church** \_\_\_\_\_