



# Eglinton St. George's United Church

Extending love · Serving others · Growing in faith

## Space Rental Guidelines

### RENTAL COSTS

The room rental fee covers the use of the room(s) for the times specified only, as well as the furniture set up and take down (unless it involves the moving of the piano and/or choir risers). This is the full extent of the rental service.

### EQUIPMENT RENTALS

Equipment rental available include: microphones, projector, audio visual equipment in the sound booth, choir risers, music stands, piano and organ. Please contact the church administrator at 416-481-1141 x210 to enquire about costs associated with the rental of this equipment and related set up services.

### AUDIO VISUAL SYSTEM IN SANCTUARY

Wireless microphones will be provided at no cost. If you wish to use the sound board and AV equipment in the sound booth in the Sanctuary, please submit your request including full details of your needs in advance. Such requests will be reviewed by the Sound Booth Team and Administrator. If we can meet your needs, we will provide a Sound Booth Technician to be present during the event, and a fee for this service will apply.

### CUSTODIAL SERVICES

A custodial staff member will be in attendance to cover issues of safety and convenience. There is no fee for this service between the hours of 9:00 am and 10:00 pm on weekdays. On Saturdays and Sundays the hourly rate is \$37.50 per hour and is charged from the arrival time of the first guest to the departure of the last. The minimum hours charged is 3 hours. Charges will also be charged for the clean-up time after the rental. The on duty Custodian can be paged during the rental period at 416-671-9557. There is a telephone located at the front desk on the main floor.

### LIQUOR LICENSE

Alcoholic beverages allowed on church premises are beer and wine only. No hard liquor is permitted.

If beer or wine is to be served, it is the responsibility of the rental group to obtain a Special Occasion permit from the LLBO and to follow the specifications required. A copy of this permit must be submitted to ESG two weeks before the scheduled event. Only professional servers with "Smartserve" qualifications may act as bartenders. A photocopy of qualification must be submitted to ESG 2 weeks prior to the scheduled event for all bartenders hired privately. The even hosts are responsible for ensuring that the service and consumption of alcohol is conducted with responsibility.

The consumption of alcoholic beverages is restricted exclusively to the rental room

## **EVENT INQUIRIES**

It is required that the rental group provides the phone number of their organization in their event advertising in order that patron may make inquiries directly to them. ESG is not equipped to handle incoming inquiries.

## **ROOM DIRECTIONS**

No items may be attached to the walls or ceilings

## **PARKING**

No parking is available at ESG. Parking is limited to neighbourhood streets where acceptable by law. Parking is available at a "Green P" parking lot located at the corner of Duplex Avenue and Castlefield approximately 5 blocks south of the Church.

## **SMOKING**

Smoking is not permitted in any part of the church building. Persons wishing to smoke must do so outside the building.

## **APPROPRIATE USE OF FACILITIES**

All rented rooms and adjacent facilities used by the booking group (i.e. hallways, washrooms, etc.) must be left in the same condition of repair and cleanliness as they were found upon arrival. All food, equipment and other materials belonging to the group must be removed by the close of the rental period. Failure to meet this latter requirement will result in additional clean up charges and removal of materials. Water, coffee or any other drink is prohibited in the Sanctuary.

## **CLOSING HOURS**

Due to the residential nature of ESG's location the building does not stay open beyond 11:00 pm. By this hour all functions must close and guests depart the premises in a manner respectful to the neighbours.

## **PAYMENT**

A 50% deposit is required at time of booking the balance is due 2 weeks prior to the event. Cheques should be made payable to Eglinton St. George's United Church and remitted to Jennifer Torrens, Office Administrator. An invoice will be issued 2 weeks prior to the event which will include all additional charges such as extra rooms, set up/take down, equipment rental and Custodial fees

## **BOTTLED WATER**

The selling or use of bottled water at ESG is prohibited. Filtered water is available beside the front Welcome Desk.

## **CANCELLATION FEE**

For bookings cancelled within 1 month of the event 50% of the deposit less a \$50 administration fee will be reimbursed. For bookings cancelled with more than 1 month notice the full deposit will be returned less a \$50 administration fee.

**LIABILITY WAIVER**

The members of Eglinton St. George's United Church, in recognition of the need to provide facilities to others for purposes which are beyond the customary ministry of the Church, request the following consideration concerning the exposure of the Church's liability.

On the understanding that every effort is made to ensure personal and property safety and security on the premises of the church, it is required that individuals and group assume responsibility through their own insurance program for any accidents that may occur while using church property. A copy of the liability insurance must be provided