

**Westminster United Church Kitchen  
Rental Agreement**

Organization (if applicable): \_\_\_\_\_

Reserved by (Renter): \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

What areas of the facility and which appliances or equipment will be required: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Booking Date: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Note: Start time includes set-up time and end time includes clean-up time. Arrive on or after your start time and have facilities cleaned and vacated by end time.

Payment Due:

Kitchen Rental \$20.00 per hour x \_\_\_\_\_ hours \$ \_\_\_\_\_

or Daily Rate up to 8 hours \$150.00 \$ \_\_\_\_\_

Hourly rate beyond 8 hours, \$15.00 per hour x \_\_\_\_\_ hours \$ \_\_\_\_\_

Damage/Cleaning Security Deposit \$100.00 \$100.00

TOTAL \$ \_\_\_\_\_

\*A non-refundable deposit of \$100.00 or the full fee (whichever is the lesser amount) is due at time of booking. This will be applied to the total owing which is due on or before the rental date.

Cheques are payable to Westminster United Church.

Interac e-transfer to [wucorangevilledonations@gmail.com](mailto:wucorangevilledonations@gmail.com)

This rental permit is issued by Westminster United Church, 247 Broadway, Orangeville, ON to:

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(hereinafter the Renter). This permit is for the use of the Kitchen at Westminster. The terms of the permit are as follows:

1. **TERM:** The term of this agreement is indicated on page one.
2. **FEE:** A user fee is indicated on page one for the date and time the facility is reserved.
3. **SECURITY DEPOSIT:** a \$100 damage/cleaning deposit is required along with the user fee.
4. **RENTAL DEPOSIT:** A non-refundable deposit of \$100.00 or the full fee (whichever is the lesser amount) is due at time of booking. This will be applied to the total owing which is due on or before the rental date.
5. **SECURITY DEPOSIT REFUND:** The \$100 security deposit is refundable approximately 10 days after the facility rental, providing the following conditions are met:
  - The kitchen is left in a clean and orderly manner per the Kitchen Facilities Checklist;
  - Use of the area does not exceed the scheduled time; and
  - All equipment is accounted for and present in its correct location and is undamaged.

If the above conditions are not met, an appropriate fee will be deducted from the Security Deposit. Note: if the cost of cleaning and/or repair of the kitchen or any of the equipment exceeds the amount of the security deposit, the renter will be billed for those additional costs.

6. **FOOD SAFETY REQUIREMENTS:** The Renter shall adhere to all food safety regulations of Wellington-Dufferin-Guelph Public Health Department including holding a valid Food Handlers Certificate if intending to sell food to the public.
7. **ASSIGNMENT:** The Renter shall not assign this permit nor transfer any of its rights, duties, or obligations hereunder without the prior written consent of Westminster United Church. The Renter is specifically disallowed from assigning its time.
8. **DAMAGE OR LOSS TO PERSONAL PROPERTY:** The Renter hereby guarantees and assumes full and exclusive responsibility for damage to or loss of personal property, fixtures, and equipment on the premises which belong to Westminster United Church during the term hereof which are caused by the Renter or its respective members, staff, agents, or guests, spectators, and children of each who are participating in or observing events.
9. **SAFETY:** The Renter hereby guarantees full and exclusive responsibility for the safety of persons and property on the premises during the term hereof including, without limitation, participants, staff, officials, and agents of the Renter, spectators, guests, and children of each.

10. RULES: The Renter will comply with all rules and regulations established by Westminster United Church. Westminster United Church reserves the right to eject any person from the facility as deemed necessary.
11. EQUIPMENT: The Renter will follow all rules and operating instructions for the various pieces of equipment within the kitchen. This includes, but is not limited to, the gas range, ovens, mixer, and dishwasher. Failure to do so could result in termination of agreement and/or any request for future use of the kitchen denied.
12. LOST ITEMS: Westminster United Church is not responsible for any lost, stolen, or misplaced personal items or equipment of the Renter.
13. INDEMNIFICATION: The Renter shall indemnify, defend and hold harmless Westminster United Church, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and/or arising out of or in any way connected with the Renter's use or occupancy of the facility and adjoining property, unless solely caused by the gross negligence or willful misconduct of Westminster United Church, its officers, employees or agents.
14. INSURANCE: The Renter is responsible for their own liability insurance for every event held in the facility. A certificate of insurance (liability insurance policy) is required, which shows the above named facility and the date(s) required. This can be obtained from YOUR insurer. This certificate of insurance should be received by Westminster United Church at least 7 days before the date of the event.
15. The renter assumes the full responsibility and liability for checking that all attendees to their event have proof of being fully vaccinated against COVID19.

I, the Renter, hereby acknowledge that I am 18 years of age or older, and have read and agreed to the terms and conditions of this Rental Agreement. I understand that I will be responsible for all monetary obligations as outlined herein and not covered by my insurance.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

Dated: \_\_\_\_\_