



Application for Rental

Please return this form by mail or e-mail to

TRINITY PRESBYTERIAN CHURCH
1817 Richardson Side Road, Ottawa K0A 1L0
e-mail: info.trinity.kanata@gmail.com
Tel: (613) 836-1429

Name of Organization/Group: _____

Name of Contact Person: _____

Primary Phone: _____ 2nd Phone: _____ E-mail: _____

Date requested (m/d/y): ____/____/____ From: _____ am/pm to _____ am/pm

Description of event: _____

Areas of the Church required:

- Sanctuary/Hall Foyer only Served Nursery Library/Lounge
 Classroom 3 Classrooms 4/5 Classroom 6

Is your event recurring? Yes No If Yes, please provide the following details:

Start Date (m/d/y): ____/____/____ End Date (m/d/y): ____/____/____
Weekly? Yes No Monthly? Yes No

Will you be needing the Audio System in the sanctuary? (i.e., microphone, speakers) Yes No

Will you be needing the Video System in the sanctuary? (i.e., projectors, screens) Yes No

Will you be needing the piano in the sanctuary? Yes No

By signing below, you understand the following:

- The information provided above is only preliminary. More details may be required prior to finalizing an agreement.
- Rental fees vary according to the organization, the nature of the event, the rooms required, the need for custodial or audio/visual services, the piano, etc. These fees will be made known once contact has been established.
- The renter is responsible to provide proof of \$2,000,000 liability insurance prior to the event.
- If the event includes the serving of wine or beer (no other alcoholic beverages are allowed), the renter must acquire an LCBO permit and the liability insurance must specify an alcohol event. For events held by Trinity members, a SmartServe-certified person must be in attendance and supervise the serving of all alcoholic drinks. For all other events, a SmartServe-certified person must serve all alcoholic drinks. Proof of SmartServe certification is to be supplied at the time of rental arrangements. Certification is available online at smartserv.ca via a 4-hour online course.
- A \$250 damage deposit may be requested.
- This event is not scheduled until a rental contract has been signed.

Signature: _____ Date: _____