

LICENSE OF OCCUPATION 2010

BETWEEN: **ST. ANDREW’S UNITED CHURCH**, (Called the “Church” – We)
1000 Huckvale Place,
Williams Lake, BC V2G 4L2
Phone/Fax: 250-398-6745

AND: _____ Phone _____

_____ Fax _____

(Called the “Licensee” – You)

SUBJECT TO THE LICENSE AND TO THE RULES HERETO, WE GRANT TO YOU A LICENSE OF OCCUPATION OF (circle rooms):

- MacKinnon Hall
- Large School Room
- Down Kitchen
- Small School Room
- Library
- Up Kitchen
- Youth Room
- Sanctuary

For the purpose of: Workshop Wedding Event Dinner Fundraising

DATE AND TIME: _____

PICK UP KEYS: Tues To Fri – 9:00 TO NOON Set up to be done: morning of OR evening before

YOU AGREE:

- ◆ To pay a fee of \$ _____ per day

\$ _____ total **Paid on or before the event**
- ◆ Catering is a separate function; you will phone Linda Hicks at 392-2798 (Otherwise the use of the kitchen is \$30 per day)
- ◆ We do not have liability insurance to cover theft, vandalism or damage to your property; we will not be responsible for damages incurred by anyone attending your event.
- ◆ You will reimburse us for any damage caused to the Church by anyone in your function.
- ◆ You agree to the rules as you sign the contract.
- ◆ You will return the signed document to confirm booking.
- ◆ This office cannot relay phone messages

Please sign both pages _____ signature

RENTAL RULES
PLEASE ENSURE THAT FIRE EXIT DOORS AND HALLWAYS ARE KEPT CLEAR OF OBSTRUCTION

- 1. There is a Zero tolerance policy on any and all alcohol at all times on these premises.
- 2. **NO SMOKING** in or close to the building.
- 3. No open flames or hot plates will be permitted.
- 4. Pick up keys so you can open and close the rooms to be used. These keys will be returned to the lock box at the upstairs front door when vacating the premises.
- 5. You will regulate the heat, 'OCCUPIED' for your area and then return the switch to 'UNOCCUPUED' before you leave.
- 6. It is your responsibility to clean dishes as per health standards, put them away and tidy the kitchen.
- 7. You are responsible for ensuring that coffee pots and kettles are unplugged, and appliances are turned off.
- 8. Tables must be set up and put away, litter cleared from the floor, and garbage removed to the dumpster.
- 9. Turn off all lights, except outside lights at the entrance.

To cancel, inform the office (398-6745) A.S.A.P.

St. Andrew's United Church
Authorized signature

Maureen Wilson, Sharon Gruenwald or Siet Kielman

Please sign both pages _____ signature