

WOODLAWN UNITED CHURCH FACILITY LICENCE APPLICATION

CONTACT INFORMATION			
DATE			
APPLICANT'S NAME			GROUP NAME
ADDRESS			
TELEPHONE			EMAIL
EVENT DATE			# PARTICIPANTS
REPEAT EVENT <input type="checkbox"/> YES <input type="checkbox"/> NO	DAY(S) OF WEEK	WEEKLY TIME (START-END)	
NATURE OF ACTIVITY/EVENT			

SPACE REQUESTED			
<input type="checkbox"/> BRICK HALL & KITCHENETTE	<input type="checkbox"/> KITCHEN (WITH PERMISSION)	<input type="checkbox"/> HERITAGE CENTRE-LONG HALL	<input type="checkbox"/> HERITAGE CENTRE - SANCTUARY
<input type="checkbox"/> ROOM A	<input type="checkbox"/> ROOM B	<input type="checkbox"/> ROOM C	<input type="checkbox"/> ROOM D
<input type="checkbox"/> SANCTUARY	<input type="checkbox"/> PARKING LOT	<input type="checkbox"/> TEA CART	<input type="checkbox"/> OTHER

OTHER CONTACTS/COORDINATORS			
OTHER CONTACTS			
NAME	ADDRESS	TELEPHONE	EMAIL
1.			
2.			

EQUIPMENT OR MATERIALS REQUIRED			
<input type="checkbox"/> TABLES	<input type="checkbox"/> CHAIRS	<input type="checkbox"/> TABLE CLOTHS	<input type="checkbox"/> AUDIO VISUAL
<input type="checkbox"/> OTHER	<input type="checkbox"/> WILL THERE BE FOOD/BEVERAGE?		
SET UP AND TEAR DOWN OF TABLES, CHAIRS AND OTHER EQUIPMENT IS THE RESPONSIBILITY OF THE TENANT. WE WILL PROVIDE THIS SERVICE FOR A FEE STARTING AT \$30. RENTERS WHO DO NOT RETURN ROOM TO ORIGINAL STATE WILL BE CHARGED THIS FEE.			
<input type="checkbox"/> WE AGREE TO PROVIDING OUR OWN SET UP AND TEAR DOWN		SIGNATURE:	

SCHEDULES	
I HAVE REVIEWED, SIGNED, AND/OR RECEIVED COPY OF THE FOLLOWING POLICIES FROM WOODLAWN UNITED CHURCH (AS APPLICABLE) AND HAVE PROVIDED LIQUOR LICENSE TO WUC	<input type="checkbox"/> SCHEDULE A - CONDITIONS OF RENTAL
<input type="checkbox"/> SCHEDULE B - FIRE REGULATIONS	<input type="checkbox"/> SCHEDULE C - ALCOHOL POLICY (IF APPLICABLE)
<input type="checkbox"/> SCHEDULE D - LIABILITY INSURANCE REQUIREMENT (IF APPLICABLE)	<input type="checkbox"/> KEY SIGN-OUT
<input type="checkbox"/> COPY OF LIQUOR LICENSE HAS BEEN GIVEN TO WOODLAWN UNITED	<input type="checkbox"/> ENTRY/CLOSING PROCEDURES REVIEWED

SUMMARY OF COSTS:	
FACILITY	\$ _____
OPENING/CLOSING	\$ _____
SET UP/TEAR DOWN	\$ _____
SOUND	\$ _____
TROLLEY	\$ _____
OTHER	\$ _____ SPECIFY: _____

ADVERTISING

WILL THIS EVENT BE ADVERTISED? IF SO, WHAT VENUES WILL BE USED FOR ADVERTISING? _____

IS THERE A REGISTRATION OR ADMISSION FEE BEING CHARGED FOR THIS EVENT? _____

WILL YOUR GROUP HANDLE MONEY FOR THIS EVENT? _____

NON REFUNDABLE DEPOSIT OF \$ _____ HAS BEEN RECEIVED BY WOODLAWN UNITED CHURCH ON

_____.

BALANCE OWING: \$ _____ PAID ON _____.

THIS AGREEMENT SHALL BECOME EFFECTIVE FROM DATE OF SIGNATURE AND SHALL REMAIN IN EFFECT FOR THE PERIOD AS CONTRACTED ABOVE. ENTERED INTO THIS _____ DAY OF _____, 20____.

Applicant Signature		Church Signature	
Date		Date	

KEYS: At this time, the balance of the rental cost must be paid for one time rentals. Keys will not be provided if there are outstanding fees. For recurring rentals, a payment arrangement will be met prior to first rental. The rental space is to be returned to its original condition and key is to be returned to the office after the event.

FOR OFFICE USE ONLY

RENTAL FEE PAID IN FULL: YES NO

KEY # _____ FOB # _____

ON _____, 20____

KEY RETURN DATE/INITIAL _____

APPLICATION TAKEN BY: _____ DATE: _____