

Rundle Memorial United Church Rental Conditions

1. Access to Rundle Memorial United Church, corner of Banff Avenue & Buffalo Street, will be through the rear entry (from the service alley that runs parallel to Banff Avenue). No other entrance is to be used at any time, unless special arrangements have been made.
2. Those using the facilities agree to leave the premises in a clean, presentable condition. The building is to be fully locked when not in use. Washrooms are to be kept clean and tidy. There should be a general tidy up before your group leaves; otherwise, part or all of your damage deposit may not be returned.
3. Rundle Memorial United Church does not allow the consumption of alcohol or the non-medical use of drugs on the premises. Smoking is not permitted inside the building or in the rear entrance area (as the smoke filters into the building and stays there.)
4. Those using accommodations must supply their own towels, bedding, mats, etc.
5. Groups must arrive before 10:00 pm, unless satisfactory arrangements have been made ahead of time.
6. Those using the facilities agree to assume full responsibility for any damage caused by their action or neglect, and to make full restitution. A damage / reservation deposit of \$75.00 must be paid at the time of booking, or the reservation will not be held. Telephone or e-mail first, to see if requested date is free, before paying deposit.
7. Skis may be brought into the entrance hall of the building for safekeeping, but the church will not be responsible for any damage or theft. Skis may not be brought downstairs.
8. Groups must only use the facilities outlined in this agreement. Damage has resulted from group members going into other areas of the church and behaving irresponsibly.
9. Church washrooms have only sinks and toilets, no showers. Most groups make use of showers while visiting the Upper Hot Springs or the Sally Borden Building pool at The Banff Centre. The latter is the cheaper and group bookings (discounted) can be arranged if you call in advance to (403) 762-6451. Do this during weekday office hours before you leave home, rather than trying to do it after you arrive. You can often rent the pool for a flat rate if you call ahead.
10. Groups agree to waive all rights to claims against Rundle Memorial United Church for any loss or damage to property, owned or in the custody or control of the undersigned. Groups further agree to hold harmless Rundle Memorial United Church for any loss, damage, injury or death to any of their group members as a result of any act or omission on the part of the above named church. This waiver forms part of the rental agreement entered into by all parties.
11. Cancellation Policy: If you decide to cancel your booking within 30 days of the reserved date, you forfeit the damage/reservation deposit. If you phone and cancel due to severe last minute weather conditions affecting travel, your deposit will be fully refunded.
12. Rental Conditions must be reviewed and signed by the adult/s accompanying the group. Sometimes we have had adults in charge who were not aware of the above rules and expectations.

I have read and I agree to the above Rundle Memorial United Church Rental Conditions:

PRINTED NAME OF RENTAL GROUP REPRESENTATIVE (adult only)

SIGNATURE OF RENTAL GROUP REPRESENTATIVE NAMED ABOVE

DATE

NAME OF RUNDLE MEMORIAL UNITED CHURCH REPRESENTATIVE ARRANGING RENTAL

Hall Rental Agreement for Overnight Groups

Agreement for rental of church hall/s, between
Rundle Memorial United Church, Banff Alberta
and:

Name of Group _____

Contact Person _____

Phone _____ Fax _____ E-mail _____

Mailing Address of Contact _____

Arrival Date _____ Approximate Arrival Time _____

Departure Date _____ Departure Time _____

Approximate number of people in your group _____

FACILITIES

Overnight Use

Racine Hall (34'x53' - sleeping capacity 40) @ \$10 per person, per night _____

The Ark Room (25'x29' - sleeping capacity 15) @ \$10 per person, per night _____

Kitchen @ \$25 per day per group _____

BILLING

1. Damage Deposit of \$75 to be paid at time of booking
2. Accommodation Fee:
_____ (number of people) x _____ (number of nights) x \$10.00 = _____
3. Kitchen use _____ (days) x \$25.00 = _____

Damage Deposit of \$75.00 to be paid at time of booking, which will be held until after use of facility inspection.

You are asked to **provide the church with evidence of liability insurance in the amount of two million dollars** and that **Rundle Memorial United Church is added to the certificate of insurance as an additional insured party**. This evidence must be sent to Rundle Memorial well in advance of your arrival to avoid cancellation of your booking.

The reservation is not confirmed until the Deposit and Proof of Liability Insurance is received.

The accommodation fee is due and payable at time of use by cash, money order or business cheque to Rundle Memorial United Church. Sorry, we do not accept personal cheques or credit cards.

Cancellation policy: If booking is cancelled within 30 days of the reserved date, you forfeit the damage / reservation deposit. In case of a last minute cancellation due to severe weather conditions affecting travel, your deposit will be fully refunded

RETURN ORIGINAL OF THIS FORM TO RUNDLE MEMORIAL UNITED CHURCH
PLEASE KEEP ONE COPY FOR YOUR RECORDS

Send form with payment to: Rundle Memorial United Church
Box 1086, Banff, Alberta T1L 1B1
Ph: 403-762-2075 Fax: 403-760-2736

Note: Cash, money order or business cheque only