

The Guelph Unitarian Congregation of Guelph Rental Application

If you wish to rent space in our building, please do the following:

1. Read the Facilities Rental Regulations to ensure you understand what is required
2. Complete the Rental Application Form
3. Sign the Hold Harmless Waiver of Insurance (below)
4. Attach a copy of your Certificate of Insurance if available with your application

Mail or drop off these documents to :

The Unitarian Congregation of Guelph, Attention: Rentals.
122 Harris Street
Guelph, ON N1E 5T1

If you wish to look at our facilities, please leave a message at 519-836-3443, or send an email to admin@guelph-unitarians.com for an appointment. If you e-mail, please place the words "Rental Request" in the subject line.

WAIVER OF INSURANCE

_____ shall indemnify, defend and hold harmless
(Name of Group)

The Unitarian Congregation of Guelph, (UCG) and its respective officers, employees, agents, and representatives from and against any and all claims, demands, causes of action, losses, liabilities, damages, and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against The Unitarian Congregation of Guelph, (UCG) and its respective officers, directors, employees, agents from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of The Unitarian Congregation of Guelph, (UCG) by the undersigned.

Date

Name of Group

Signature

Title

Unitarian Congregation of Guelph Rental Application Form

Today's Date: _____

1. Name of group or meeting _____

2. **Principal** contact Information:

Name: _____ Phone _____

Address: _____

Email: _____

3. **Secondary** contact information:

Name: _____ Phone _____

Email: _____

4. Space(s) are you interested in renting

Sanctuary _____ Sunshine Room _____ Nursery _____

5. Date/dates that you need the space: _____

6. Hours will you need access, from start to finish? Include set-up and clean-up.

Start: _____ Finish: _____

7. Will this be a recurring rental? _____ Every _____ For how long? _____

8. Are you insured? Yes/No (circle one)

Insurance Agent: _____

(Name/Address/Phone)

9. Number of people you expect to attend your function _____

10. Will children be attending? Yes/No (circle one)

11. Will you be bringing in food? _____ NOTE: (UCG does not provide any kitchen facilities.)