



## Terms & Conditions for Use of Space

1. All contracts must be signed and paid in full two weeks before the event or the reservation will not be held.
2. Please remember that rehearsal, preparations and set-up/clean-up time must be included in the hours booked.
3. Proper footwear is to be worn at all times in and around the property of Britannia United Church.
4. Alcoholic beverages are not permitted on Britannia United Church property.
5. Smoking is not permitted on Britannia United Church property except in designated area.
6. Britannia United Church accepts no liability or responsibility for injury, loss or damage suffered for any reason by the user of the space or facilities. **Please submit a certificate of insurance or letter from your insurance company that certifies that you are covered at this location "Britannia United Church, 985 Pinecrest Road, Ottawa, Ontario, K2B 6B4."**
7. Users of the kitchen are expected to use the garbage, compost, and recyclable containers that are provided.
8. The maximum occupancy numbers as posted are not to be exceeded under any circumstances.
9. If music or media of any form is included in your event, it is the renters responsibility to have a licence to use the music or media at the event.
10. Parking attendant - if required groups must make arrangements for their own parking attendant. Space for emergency vehicles must be available.
11. Cancellation Policy - An Administration Fee of \$25.00 will be charged if the event is cancelled less than one week prior to the event.
12. There is to be nothing taped to the walls in any of the rooms. To post anything, use UHU Tac Adhesive or painters tape. All items must be removed at the end of your event.

**Agreement:** I have read and agree to abide by and implement the rules and policies set forth in the Use of Space Agreement.

Signature of User: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of BUC Representative: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE MAKE CHEQUES PAYABLE TO: **BRITANNIA UNITED CHURCH**