

MARANATHA CHRISTIAN REFORMED CHURCH  
Rental Application Approved by Council Jan 15, 2011

Sept 03, 2011

Location: 33 King Avenue  
York, ONT.

Mailing address: 33 KING AVENUE  
YORK, ONT.  
N0A-1R0

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ Prov: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Home Phone: \_\_\_\_\_ Business/Cell: \_\_\_\_\_

Purpose of the Rental: \_\_\_\_\_  
\_\_\_\_\_

Event date(s) required: \_\_\_\_\_ Time required: \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm  
Set-up date required: \_\_\_\_\_ Time required: \_\_\_\_\_ am/pm until \_\_\_\_\_ am/pm

Facilities Required:

\_\_\_ Sanctuary – Total # attending \_\_\_\_\_ Performing \_\_\_\_\_ Total # expected \_\_\_\_\_  
\_\_\_ Fellowship Hall – Total # attending \_\_\_\_\_  
\_\_\_ Kitchen  
\_\_\_ Nursery Facilities  
\_\_\_ Meeting rooms \_\_\_\_\_ # required

Equipment Required:

\_\_\_ Full Kitchen (all items including fridge, stoves, cutlery)  
\_\_\_ Coffee necessities only (percolators, cups, cream & sugar dispensers, drink glasses)  
\_\_\_ # of tables  
\_\_\_ Chairs \_\_\_\_\_ # required per table  
\_\_\_ Chairs only \_\_\_\_\_ # required  
\_\_\_ Table cloths \_\_\_\_\_ # required  
\_\_\_ Organ \_\_\_ Piano  
\_\_\_ Audio/Visual equipment in Sanctuary  
\_\_\_ Audio equipment in Fellowship Hall

\*\*All set up for events are applicants responsibility unless arrangements have been made directly with the custodians

Rental Fees (per schedule): \$100.00 Security Deposit to be submitted at time of application  
(refundable after event providing there are no damages to church property and the facilities are cleaned)  
\_\_\_\_\_ Facility rental  
\_\_\_\_\_ Sound personnel  
\_\_\_\_\_ Organist/Pianist  
\_\_\_\_\_ Custodian fees

Total rental fees: \$ \_\_\_\_\_ Total fees to be paid at time of application in order to reserve date requested)

Payment method \$ \_\_\_\_\_ Cash \$ \_\_\_\_\_ Cheque (payable to Maranatha CRC, York)

Please review the attached “Rental Fee Schedule and Guidelines, as well as Rental Policy and Regulations”, carefully **prior** to submitting application.

**NOTES:**

Outside parties or non-members who are not part of Maranatha CRC and/or functions which are not part of Maranatha CRC’s ministry, must provide a Certificate of Liability Insurance obtained from your insurance company confirming coverage for the proposed use of Maranatha CRC of York’s premises. **The Certificate must name Maranatha CRC, York as Additional Insured for any legal liability.** A minimum “Renter’s General and Tenants legal liability” coverage of \$2,000,000 is recommended. This must be provided **3 days prior** to the event in order to avoid cancellation of booking. Alternate event insurance may be purchased from PAL insurance brokers at [www.palcanada.com](http://www.palcanada.com).

Reservations are on a first come, first served basis.

Full payment of fees is expected prior to the event and confirms your reservation.

Maranatha Christian Reformed Church, York retains the right of refusal of any application.

In signing this form, the applicant acknowledges the rental policy and regulations, fee schedule, and guidelines and agrees to comply with all aspects herein.

Date of application	Print name of applicant /organization	Signature of authorized applicant

Please forward completed application and payment to:  
Maranatha Christian Reformed Church, York  
33 King Avenue, York, Ontario N0A-1R0

**OFFICE USE:**

Accepted by: \_\_\_\_\_ Deposit \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_ Payment in full \_\_\_\_\_