

COLE HARBOUR WOODSIDE UNITED CHURCH

15 Bissett Road
Dartmouth, NS B2V 2T1
Telephone: 902-434-7714
Email: chwuc@eastlink.ca



Please accept our application/ request to use the facilities of Cole Harbour Woodside United Church (the building) under the rules and regulations set forth herein:

Name of Applicant/Group/Organization _____

Address _____

Daytime Telephone _____ Nighttime # _____

Fax _____ Email _____

Contact Name _____

Profit or Non-Profit Organization _____

We hereby request the use of the following space at Cole Harbour Woodside United Church:

A) Sanctuary (*maximum 218 persons*) _____

B) Hall (*maximum 108 persons*) _____

C) Chapel (*maximum 53 persons*) _____

D) Kitchen _____

E) Date of Event _____

F) Set-up Time _____

G) Event Time _____

H) Breakdown Time _____

I) Purpose of Event/Activity _____

J) # of Participants _____

K) Furniture/Equipment Required _____

L) Sound Technician Required (*if available*) Yes No

M) Will require set-up and breakdown by caretaker: Yes No

N) Will require facility open by (time) _____

RULES AND REGULATIONS

- It is understood and agreed that this Agreement is entered into solely for the use of the designated space and washroom area as stated on the Application form. All other areas of the building are restricted.
- It is understood and agreed that to consume food and/or beverage of any kind, the Applicant will be required to contact the Rental Committee for special arrangements in this regard.
- It is understood and agreed that at no time shall any applicant, member, or guest, do cause or promote anything that may ultimately result in either injury, loss or damage to the building or persons therein.
- It is understood and agreed that Cole Harbour Woodside United Church is a smoke, scent and alcohol-free environment unless permission has been obtained from the church for the Applicant to obtain a Special Event Class 1 License for the purpose of serving wine at the event. No other alcohol is permissible. (*see attached wine policy)
- It is understood and agreed that the Applicant will be solely responsible for the removal of waste and garbage from the property following the event.
- It is understood and agreed that Cole Harbour Woodside United Church, The United Church of Canada, the Board of Trustees of CHWUC, and Church Members will be held harmless for and/or all damage, loss, injury, liability, or claim while either on the Property or while using the Building facilities of Cole Harbour Woodside United Church. Applicants will be responsible for any and all damage to the building.
- ****It is understood that the Applicant will be responsible to arrange for liability insurance in the minimum amount of \$1 million to cover rental of these premises. Cole Harbour Woodside United Church is to be named in this policy as an assured . (***) applies to rental in excess of 5 consecutive days**
- It is understood and agreed that the use of the sound booth equipment is restricted to Cole Harbour Woodside United Church personnel only.
- It is understood and agreed that the Occupancy Limit for the Cole Harbour Woodside United Church Sanctuary is 218 and the Hall is 108.
- It is understood and agreed that all applications are subject to a thirty (30) day review period and the approval of the Rental Committee.

I/We have read the above regulations and I/ we agree to adhere to them fully.

_____ (Applicant)

Application made this _____ day of _____ 20

DATE APPLICATION APPROVED: _____

COST RECOVERY SCHEDULE

Cole Harbour Woodside United Church

Note: These fees are for one time use. For long term use the cost is negotiated.

Groups under the administration and oversight of Cole Harbour Woodside United Church	N/C
United Church of Canada and Ecumenical bodies	N/C

Sanctuary

(maximum 218 persons)

Not for Profit Organizations	\$150
Concerts	\$300
Recitals	\$150
Sound Technician/equipment - \$30.00 for set up/takedown and \$30.00 per hour of usage	(varies)

Hall

(maximum 108 persons)

Excluding Kitchen	\$150
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Kitchen

With full access to dishes/cutlery, all appliances – to be left clean as found	\$100
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Chapel

(maximum 53 persons)

Main level	\$100
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****All Cost Recovery costs include clean-up by Church Caretaker at \$40.00 per event.**

Wine Policy

- Permission to obtain a *Special Event Class 1 License* will be given on a case-by-case basis solely for the purpose of serving wine at the event. **No other alcohol is permissible.**
- Permission will only be given if the function is being catered by the church and the caterer will be responsible for the distribution of the wine in order to ensure appropriate supervision.
- It is the responsibility of the person using the hall to obtain a "Special Occasion Class 1 Liquor License" from the Nova Scotia alcohol and Gaming Division. A Class 1 License is for private functions where alcohol is given away and not sold. The License is to be given to the church in advance of the function and will remain on-site during the event.
- The current application form which outlines all rules and regulations with respect to usage and liability remains in force. It is therefore understood that the applicant and not the church is subject to any liability with respect to the event.

This policy was approved at the Unified Board meeting on September 19th, 2007

- As of January 11th, 2008, Marsh Insurance must be notified directly by email with advance notice of any future event at which wine will be served and an additional charge of \$100.00 will need to be paid by the individual/group using the hall and planning to serve wine at their event. This \$100 fee will be used to cover the amount the church will be invoiced by the insurance company.

Updated March 2023