



## Rental Contract

Date of Event: \_\_\_\_\_  
 Time of event (includes set up and clean up): Start time: \_\_\_\_\_ End time: \_\_\_\_\_  
 Type of event: \_\_\_\_\_  
 Number of people expected: \_\_\_\_\_

### Person Responsible for Rental

Contact person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Contact Number: \_\_\_\_\_ Email: \_\_\_\_\_

Date: \_\_\_\_\_ Time : \_\_\_\_\_  
 Purpose: \_\_\_\_\_ Number of people attending: \_\_\_\_\_  
 Damage Deposit: \_\_\_\_\_ Rental Fee: \_\_\_\_\_ Additional fees: \_\_\_\_\_  
 Total \_\_\_\_\_

### Equipment needed:

Number of Tables: \_\_\_\_\_ Number of Chairs: \_\_\_\_\_

### Kitchen

Coffee Urns \_\_\_\_\_  
 Coffee maker- Bunn: \_\_\_\_\_ # coffee bags needed: \_\_\_\_\_

I acknowledge that I understand the guidelines for rental of St. Georges Anglican Church Hall.

Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 St. Georges representative: \_\_\_\_\_