

# MINNEDOSA UNITED CHURCH

## Facility Occasional-Use Permit

Date of Application: \_\_\_\_\_ Date booked for use: \_\_\_\_\_

Organization / individual making request: \_\_\_\_\_

Purpose: \_\_\_\_\_

### Area(s) designated for use:

Approximate # of people

- Hall  (\$30/hr OR \$100 / 4hrs. OR \$200 full day) \_\_\_\_\_
- Multipurpose Room  (\$15/hr OR \$50 / 4hrs. OR \$65 full day) \_\_\_\_\_
- Sanctuary  (\$150) \_\_\_\_\_
- Quiet Room  (\$10/hr OR \$30 \* < 10 people permitted) \_\_\_\_\_
- Kitchen  (\$25 - no stove) \_\_\_\_\_
- Full Kitchen  (\$65) \_\_\_\_\_
- Care Taker  (\$60) \_\_\_\_\_
- Projector Use  (\$20) \_\_\_\_\_

Total Cost \$ \_\_\_\_\_ Payment: Amount \$ \_\_\_\_\_ Method \_\_\_\_\_

Category of Use: a) one time \_\_\_ b) weekly \_\_\_ c) monthly \_\_\_ d) other \_\_\_\_\_

Times required: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Special Requirements: \_\_\_\_\_

Alcohol being served:  NO  YES\* (If Yes, See Reverse\*)

Person in charge of event: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Email: \_\_\_\_\_

### Conditions of use:

1. Church events shall take priority. (For example: Funerals)
2. Alcohol is permitted in the Hall for the following events:
  - Wedding Receptions
  - Service Club Events / Functions
  - Christmas Celebrations
  - Community Theatre
  - Business Functions
  - Others as approvedUsers are responsible for obtaining an Occasional Use Permit from the LGA (Liquor and Gaming Authority of Manitoba) and adhering to the LGA requirements.
3. Our policy allows for: raffles, door prize draws, silent auctions, 50/50 draws, and rainbow auctions.
4. Regular user groups need to inform the church if the facility will not be used each time.
5. User groups shall ensure the lights are off and building secure / locked when leaving.
6. The building must be left in the same condition as it was found.
7. There is no cost for the use of the sound system but a church representative will be responsible for setup. A projector system is available for use in the hall and the sanctuary at a cost of \$20. (If music is to be used, the user group must arrange for their own SOCAN License, as required.)
8. The church retains the right to refuse use of the facility.
9. Separate arrangements need to be made, usually with the minister, for weddings and funerals.
10. Minnedosa United Church is a scent free facility. Please avoid use of scented products.

\*Regular user groups will need to sign out a key prior to the start of use, and return it after the season ends. If your event occurs outside of regular office hours, please arrange to sign out a key from the office prior to your event.

I understand and agree to comply with the conditions of use listed above.

Applicant Signature: \_\_\_\_\_

# **MINNEDOSA UNITED CHURCH**

## Alcohol Service Policy Supplement

As per the *Facility Occasional Use Permit*, alcohol is permitted in the Hall for the functions outlined.

- The applicant must be 18 year of age or older.
- The applicant is responsible for obtaining an Occasional Use Permit from the LGA (Liquor and Gaming Authority of Manitoba) at least 10 days prior to the event and adhering to the LGA requirements. A copy of the permit must be supplied to the church office prior to the event.
- Capacity of the hall is 160 people and shall not be exceeded.
- Alcohol is only permitted within the Hall.
- Minors shall not be served any alcoholic beverages.
- The permit holder must be in attendance and remain sober throughout the function.
- Liquor and fire inspectors, police, and church personnel are permitted entry for inspection purposes.
- The applicant is responsible for their guests.
- The applicant is required to secure their own bartender(s) in accordance with the LGA.
- A church representative must be in attendance throughout the event.

### **CLEANING / DAMAGE**

A walkthrough inspection of the facility by the applicant and a church representative is required prior to the event, to note the condition and any existing damage to the facility. The applicant is responsible for ensuring the facility is left in the same manner as it was rented, including, but not limited to, the removal of all decorations and adhesive devices. The cost of any additional cleaning required by the church Care Taker will be the responsibility of the applicant at a cost of \$20/hour.

Damage and/or loss of personal property are the responsibility of the applicant.

Damage to the facility and the associated costs to replace and/or repair will be the sole responsibility of the applicant.

Damage to the equipment, including the projector and/or sound system, and the associated costs to replace and/or repair will be the sole responsibility of the applicant.

**Any infraction of the facility rules or conditions of use will result in the termination of the Facility Use agreement.**

---

**APPLICANT SIGNATURE**

---

**DATE**