

## Rental Procedure, Barton Stone United Church Christian Education Building

1. First, call Doug Massey, the rental coordinator to check on room availability for the date of your event. (905 679-4566) See the list of rooms available and costs.
2. If the room you require is available, you will be instructed to arrange for liability insurance to cover those at your event. This may take some time so you would need to get on this immediately. If your home insurance will not give you extended coverage we suggest you go on line and purchase insurance through PAL Insurance. This is the cheapest source that we know of. Coverage costs will start at \$102.60. **You will need a Certificate of Insurance from the company for a minimum of \$2 million. The document must clearly state, under location: Barton Stone United Church, 21 Stone Church West, Hamilton. We will not rent to you if you do not have a Certificate Of Insurance when you come to sign a contract.**
3. Call the church secretary at 905 385-0800 and make an appointment to do the paper work. Our church secretary is available Tuesday, Wednesday and Thursday mornings.
4. When you go in to do the paper work, the secretary will ask to for your Certificate of Insurance and ask you to:
  - a. Read and sign a contract
  - b. Give a cheque for the rental
  - c. Give a second cheque as a security deposit. This cheque will be returned to you if there are no damages to the facility.
  - d. Provide a copy of your liquor licence and proof that your bartender has taken the smart serve course should you be serving alcohol.

Since one time renters are not given a key to the building, the rental coordinator must then arrange for a member of the congregation to come and let you in at the beginning of your event and then return when you are done to check the condition of the premises, and lock up. You will be given this person's name and phone number ahead of time so you can make any last minute arrangements for your event. We ask that you call the opener and closer (O/C) when your event is winding down so that he or she might come by and then take a walk around with you to ensure that everything is in order. When this is so, the O/C will return your security cheque to you. This way you will never be responsible for any damages done by some unknown party.

Thank you for renting with us. We hope that your event goes well.